

Announcement Date: September 12, 2007
Revised Date: December 26, 2007

State of Alabama
Personnel Department
64 North Union Street
P O Box 304100
Montgomery, AL 36130-4100
(334)-242-3389

Internet: www.personnel.state.al.us

Announcement of Continuous Merit System Examination

ACCOUNTING TECHNICIAN - 10605
\$29,685.60 - \$45,038.40

Accounting Technician (10605)

Salary \$29,685.60 - \$45,038.40

Departments: Various

Location: Statewide

TYPE OF EXAMINATION

An **open-competitive** register will be established by scores achieved on a written test. The written test will comprise 100% of the final score. **The How to Prepare guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.**

QUALIFICATIONS NEEDED TO APPLY

You **must** have the following to qualify:

- High School Diploma/GED and college credit for successful completion of five (5) accounting courses AND two (2) years of work experience performing accounting, bookkeeping, or fiscal clerical work. **(Qualifying college-level accounting courses are defined as courses that are acceptable by an accredited* four-year college or university towards a major in accounting, including auditing coursework. Coursework must be equivalent to Principles I and II and Intermediate I and II, and another fifth upper-level accounting course.)**

Applicants must attach an official college transcript for each accredited* postsecondary academic institution attended. Applications received without a transcript will not be processed. Original transcripts issued to students will be accepted. Photocopies of transcripts will NOT be accepted. If you have submitted your transcript after September 12, 2007, it is not necessary to send additional copies.

Note: Two (2) years of college in coursework from an accredited college or university with a major in Business Administration or a closely related field will substitute for each year of experience. No substitution will be allowed for the five (5) college-level accounting courses. Income Tax courses will not count toward the five accounting courses.

KIND OF WORK

This is supervisory and/or highly specialized paraprofessional accounting work in an agency with a diversified accounting program. An employee in this class performs a variety of accounting transactions to include encumbrances, adjustments, and journal vouchers in addition to payment and receipt documents; ledger posting, balancing, and control; more than one funding source; reconciliation of accounting transactions in more than one funding system; and/or preparation of financial reports requiring research, computations, and some analysis. An employee may also be responsible for supervision of lower level employees performing a variety of bookkeeping duties.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Employment Service Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. This announcement will remain open **until further notice**. The State Personnel Department is not responsible for applications not received due to mail service or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110.

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement or the State Personnel Department website for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSACS)
- Northwest Association of Colleges and Schools (NACS)
- North Central Association of Colleges and Schools (NCACS)
- New England Association of Colleges and Schools (NEACS)
- Western Association of Colleges and Schools (WACS)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.