

TEST PLAN

ACCOUNTANT 4 - #1218

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- a CPA certificate **and** four additional years of professional accounting experience*; **OR**
- six years of professional accounting experience*; **and either:**
 - a Bachelor's degree in Accounting; **or**
 - a Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **or**
 - 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **and** two years doing independent research and analysis which included making recommendations that resolved issues; **or**
 - 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; **and** two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries.

*Two years of the experience must be at the Accountant 3 level, which includes a) designing and modifying accounting systems that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations.

15 quarter (10 semester) **graduate-level** accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement.

In the "Work History" section on your application you must clearly describe your experience in each of the areas listed. Failure to provide this information may result in eliminating your application from further consideration.

Credits must be from an accredited college or university.

A photocopy of your transcripts must be submitted with your application form.

List the CPA certificate number in the License/Registration/Certificate section of the application.