State of Alabama
Department of
Examiners of Public Accounts

PURPOSE OF EXAMINATION

To establish an eligible register from which to fill present and future vacancies in the Department of Examiners of Public Accounts.

HOW TO APPLY

Use an official Application for Examination form that may be obtained from an Alabama Career Center office, State Personnel Department, or on-line at www.personnel.alabama.gov. Submit applications to the Department of Examiners of Public Accounts at P.O. Box 302251, Montgomery, AL 36130-2251 or you may apply on-line at the State Personnel Department website www.personnel.alabama.gov. Additional information may be obtained by contacting the Personnel Section of the Examiners of Public Account at 334–242-9200 or www.personnel@examiners.alabama.gov. This announcement will remain open **until further notice**.

ACCOUNTS EXAMINER I (10641) **SALARY RANGE $41,460.00 - $55,615.20**

KIND OF WORK

This is entry-level professional auditing work involving the examination of the records and accounts of state agencies, colleges, school systems, and local governments. Employees in this class participate in the post-audits of state agencies, schools, colleges, universities, hospitals, courts, retirement systems, local school boards, and other local governmental entities. Work involves performing auditing work characterized by relatively less complex procedures and problems, or assisting higher-level accounts examiners working in a specialized auditing field. Work is subject to close analysis and review by higher-level accounts examiners. Some employees in this class are engaged in auditing the accounts of only one type of governmental organization and work with a greater degree of independence, subject to general supervision by an administrative supervisor. **NOTE!** Travel is required and work assignments are not limited to a single county or a series of counties. Most assignments permit daily commuting but the remainder requires leaving home on Monday morning and returning home on Friday evening. Employees receive additional subsistence pay when they perform official duties away from their base within the state. An additional mileage reimbursement is allowed when the employee uses their own automobile in performing such duties.

QUALIFICATIONS NEEDED TO APPLY

A Bachelor's degree from an accredited college or university with a major in accounting. College seniors who are in their last semester may submit an application, but will not be certified for appointment until they receive their degrees.

Applicants must submit 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, faxed transcripts, and/or information obtained from the internet will NOT be accepted. If you have submitted a transcript after September 12, 2007, that indicates completion of the appropriate coursework, it is not necessary to send additional copies.

TYPE OF EXAMINATION

An **open-competitive** register will be established. Qualified applicants will be evaluated by a review of their education as shown on their application. This evaluation will comprise 100% of the final grade.

ACCOUNTS EXAMINER II (10642) **SALARY RANGE $44,640.00 - $67,660.80**

KIND OF WORK

Employees in this class independently audit state agencies, schools, colleges and universities, hospitals, courts, retirement systems, local school boards, and other local governmental entities. Work involves evaluation of the records, transactions, and procedures of auditees against specific criteria and in accordance with Generally Accepted Governmental Auditing Standards (GAGAS) as established by the Comptroller General of the United States. Work involves evaluation of the records, transactions, and procedures of auditees against specific criteria to render a formal opinion relative to their accuracy, completeness, appropriate accounting treatment, and compliance with state, federal, and local laws and regulations. Employees frequently serve as examiner-in-charge with responsibility for planning, supervising, and directing the on-site activities of audits of medium to small organizations or serve as the only examiner assigned to an audit. Employees may also work as subordinate members of an audit team under the on-site direction of higher-level examiners during audits of medium to large organizations. Work is subject to administrative and technical review by higher-level examiners who make periodic checks of work in progress and upon completion. Employees work with considerable independence and are responsible for the accuracy and completeness of the work assigned.

QUALIFICATIONS NEEDED TO APPLY

Employees of the Examiners of Public Accounts who have current permanent status as an Accounts Examiner I and 18 months' experience in that class.

TYPE OF EXAMINATION

A **promotional** register will be established for employees with current permanent status as an Accounts Examiner I and who meet the minimum qualifications stated above. Qualified applicants will be evaluated on their training and experience as shown on their application. This evaluation will comprise 95% of the final grade, with the remaining 5% being based on the average of the applicants' performance ratings for the last three years.

NOTE! Veteran's credits are not allowed on promotional examinations.

The State of Alabama is an equal opportunity employer

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