



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$42,980 PER YEAR

ACCOUNTANT II
(CLASS CODE 0422)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Professional accounting work in maintaining one or more of the complex funds or accounts groups and preparing journal entries and account reconciliations. Work includes analyzing trial balances, expenditures, revenues, budgets and other financial data for accuracy, completeness and conformance with guidelines and generally accepted accounting principles; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

EITHER: Permanent status as an Accountant I with the City of New Orleans and one (1) year of experience in that classification.

OR: A Bachelor's Degree in Accounting from an accredited college or university **or** a Bachelor's Degree in another field with at least twenty-four (24) semester hours in Accounting **and** one (1) year of professional accounting experience.

Note: Some positions require the use of an automobile. Applicants should specify on their application if they have an automobile.

A valid driver's license must be presented if applicable at the time of application.

Possession of a current Certified Public Accountant Certificate or a Master's Degree in Accounting from an accredited college or university may be substituted for one (1) year of experience.

Note: CPA Certificate, Original College Diploma or Official College Transcript must be presented at the time of application.

KIND OF EXAMINATION:

A written test, weighted 50% and a rating of training and experience, weighted 50%.

Note: Current City employees working in the classification of Accountant I need not repeat the written test. The examination will consist of a rating of training and experience only, weighted 100%.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

This is an original entrance and promotional examination.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) AT 658-2059 OR 1-800-981-6652.

JB