

## SAMPLE ACCOUNTANT JOB BULLETIN



STATE OF ALASKA  
invites applications for the position of:

### Accountant IV (Finance Officer)

**Job Code:** 98765

**Job Title:** Accountant IV (Finance Officer)

**Open Date:** 11/08/17

**Closing Date:** 11/08/17 01:10 PM

**Position Open To:** Alaska Residents Only

**Job Type:** Full Time

**Range:** 20

**Salary:** \$5,979.00 /Month

**Department:** Law

**Location:** Juneau

**Bargaining Unit:** Supervisory

Give a concise overview of your Accountant position. Include major projects upcoming in the near future (if applicable).

#### JOB DESCRIPTION:

The Department of Law is looking for a Finance Officer (Accountant IV) to manage its finance section and ensure internal financial management controls are in place and practiced throughout the agency. Responsibilities include managing appropriation and fund accounting systems to record and report revenues and expenditures, preparing financial and statistical analysis and reports, preparing the annual cost allocation plan and negotiating the plan with federal negotiators, and supervising finance section staff.

The State recently acquired CGI Advantage ERP components (which we call IRIS) as its accounting and reporting system and is currently transitioning certain financial activities to the developing Shared Services of Alaska in the Department of Administration. Our Finance Officer will ensure department finances are accurately presented through the transition and provide strategic direction for the finance section.

We are particularly interested in candidates who have knowledge of fund accounting, skill in preparing and presenting financial statements, and ability to manage staff performing separate accounting functions.

If you have six (6) years of education and/or experience in accounting, budgeting, or financial management; have gained the knowledge and skills we are looking for; and are interested in joining our management team to guide the department through this period of change and improvement, Please Apply!

Based on your Accountant position description, include a brief summary of the desired knowledge, skills, and/or abilities you would like your ideal candidate to have.

#### MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that provides the applicant with the knowledge, skills, and abilities in accounting, budgeting, or financial management, equivalent to those typically gained by: a bachelor's degree in accounting, finance, or a related area of study, and two (2) years of responsible professional experience in accounting, budgeting, or financial management, preferably in the public sector.

#### NOTE TO APPLICANTS:

A "Note to Applicants" has been added to highlight that the Accountant series MQs are unique and different from other job classes.

These minimum qualifications use a different standard than our normal practice and focus on knowledge and skills however gained, not on specific education and experience.

When calculating education to experience equivalents use the following:  
Undergraduate credits: 2.67 sem/4 qtr hrs = 1 month  
Associate Degree = 2 years

Bachelor's Degree = 4 years  
 Graduate credits: 2 sem/3 qtr hrs = 1 month  
 Master's Degree = 5 years

Cover letter requirements and guidance on how to include work history and duties performed have been added to the MQ section of the Accountant series for the purpose of assisting applicants.

Your cover letter will differ from what is normally sent to an employer. For this application it must detail how you obtained:

1. the knowledge and skills equivalent to what would typically be gained through the education and experience path cited in the Minimum Qualifications  
AND
2. the position-specific knowledge, skills, and abilities listed in the Job Description above.

Ensure you include sufficient information to enable calculation of time equivalency (for example: X years and XX months as a Position Title with Company Name, performing duties a and b, gaining expertise in These Skills or knowledge of This Specialty).

In the minimum qualifications, "responsible professional experience" means work that required applying substantial knowledge of a profession's body of principles, concepts, theories, and practices with freedom to act or judge on one's own. Include enough description for a non-accountant to correctly interpret the authority you routinely exercised.

A definition of "responsible professional experience" is included in the Accountant IV and V job class specs. Please note that this experience can sometimes be gained in a non-professional position.

#### **ADDITIONAL REQUIRED INFORMATION:**

##### **EEO STATEMENT**

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY) or correspond with the Division of Personnel & Labor Relations at P.O. Box 110201, Juneau, AK 99811-0201. The State of Alaska is an equal opportunity employer.

#### **CONTACT INFORMATION:**

##### **WORKPLACE ALASKA APPLICATION QUESTIONS & ASSISTANCE**

Questions regarding application submission or system operation errors should be directed to the Workplace Alaska hotline at 1-800-587-0430 (toll free) or (907) 465-4095 if you are located in the Juneau area. Requests for information may also be emailed to [recruitment.services@alaska.gov](mailto:recruitment.services@alaska.gov). For applicant password assistance please visit: [https://www.governmentjobs.com/js\\_lostpswd.cfm?&topheader=alaska](https://www.governmentjobs.com/js_lostpswd.cfm?&topheader=alaska)

**For specific information in reference to the position please contact the hiring manager at:**

Name: Ima D. Boss  
 Title: Hiring Manager  
 Phone: (907) 465-1111  
 Fax: (907) 465-5555  
 Email: [D.Boss@alaska.gov](mailto:D.Boss@alaska.gov)

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://workplace.alaska.gov/>

Position #98765  
 ACCOUNTANT IV (FINANCE OFFICER)  
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PO Box 110201  
 Juneau, AK 99811  
 (800) 587-0430 (Statewide toll-free number)  
 (907) 465-4095 (Juneau and out-of-state callers)

[recruitment.services@alaska.gov](mailto:recruitment.services@alaska.gov)

#### **Accountant IV (Finance Officer) Supplemental Questionnaire**

- \* 1. Are you using post-secondary education to meet the minimum years requirement? (If yes, transcripts may either be attached at the time of application or provided at the time of interview.)

Yes

No

\* 2. Have you attached a cover letter that addresses your qualifications and the position-specific knowledge, skills, and abilities in the Job Description?

Yes  No

\* Required Question

A supplemental question has been added to help ensure applicants have addressed the necessary areas in their cover letter.