Accountant I (Specialist)

Salary & Benefits

Salary

Annual salary ranges from $34,440 to $41,856, including merit salary increases.

Benefits

Health, Dental, Vision, Full Retirement Package, 401K /457 Plans, and Professional Job Training.

Work Life Balance

Flexible work schedules, sick leave, paid vacation.

As a member of the EDD team, an Accountant I (Specialist):

- Under direct supervision, performs the more difficult semi-professional accounting work in the establishment and maintenance of accounts and records, departmental systems, and for central fiscal control activities for the department.
- Responsible for the maintenance of a segment of an accounting function for the EDD (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.

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Minimum Qualifications

Experience

One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service.

AND

Education

Completion of at least 12 semester hours of a professional accounting curriculum.

How to Apply

In order to apply for an Accountant I (Specialist) position with the State of California, you must apply, take, and be successful in the current Accountant I (Specialist) Exam.

Step One – Establish Eligibility

Visit www.edd.ca.gov/careers and click on the Open Examinations link. Find the Accountant I (Specialist) bulletin and click on it. Follow the steps outlined in the bulletin to take the exam.

Step Two – Find Vacancies

Visit www.edd.ca.gov/careers and locate the Vacancy Search Tool under the external resources section. Type "Accountant" in the search field and click search to locate vacancies for Accountant I (Specialist).

Step Three – Mail in your Accountant I (Specialist) Application Packet

Mail in your application to the address listed on the job vacancy announcement. You should also include a résumé and cover letter with your State Application. The State Application (STD 678) can be found on our website at www.edd.ca.gov/careers under resources, then Human Resources Forms and Publications.

If you have any questions, please contact the EDD Exams Hotline:

Phone: 916-654-6869 **e-mail:** EDDRecruiter@edd.ca.gov

For information on career opportunities, please visit:

WWW.EDD.CA.GOV/CAREERS

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.