

ACCOUNTING CLERK

SALARY RANGE:

Grades I - III: \$1,258.80 to \$1,992.16 Biweekly
\$2,737.00 to \$4,331.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning February 3, 2017 through 4:30 p.m., February 10, 2017.

Current vacancies are with Gas and Oil, Health and Human Services, Parks and Recreation, Financial Management, Public Works, and Police departments. This classification is also used by the Harbor, Airport, Fire and Development Services departments.

REQUIREMENTS TO FILE: Applicants must meet one of the following requirements A, B, or C stated below.

- A. One year of (paid, full-time equivalent) clerical accounting experience involving the maintenance of financial records pertinent to accounts receivable, accounts payable, payroll or similar function, involving the use of a personal computer keyboard.
- B. One year of education (24 semester units/36 quarter units) from an accredited college or university, which includes successful completion of one or more courses listed below (**proof required**):
 - Elementary accounting or bookkeeping
 - Computer applications
 - Office practices and procedures
- C. Any combination of the education (**proof required**)* and experience stated above equivalent to one year.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

- Knowledge of personal computers and applications such as Microsoft Office or other related software.
- Some positions may require the ability to operate a 10-key machine or personal keyboard by touch.
- Some positions may require overtime, weekend and/or holiday hours.
- A valid driver's license may be required by the hiring department.

DESIRABLE QUALIFICATIONS: Experience in Advanced Purchase Inventory Control Systems (ADPICS) and/or Financial Accounting Management Information Systems (FAMIS) and/or other automated financial systems effective interpersonal and communication skills; ability to interact with vendors using courtesy and tact; ability to solve problems and make recommendations; additional related education.

EXAMPLES OF DUTIES: Under direct supervision, performs various clerical accounting duties in the preparation, processing and maintenance of accounting records; prepares, assembles, tabulates, verifies, files, and scans bills, vouchers, invoices, requisitions, and purchase orders; collects and/or accounts for money; prepares and/or assists in the preparation of financial spreadsheets and/or statistical reports; posts balances and adjusts accounts; prepares or assists with analyses, schedules, reconciliations, estimates, and other cost data; issues, monitors, reconciles, reimburses petty cash/check funds; may perform audits of field staff operations; may enter, access or modify on-line accounting and financial data; codes Accounts Payable and Accounts Receivable transactions to ensure expenses and revenue are applied accurately; may assist with Fixed Asset inventory and reconciles credit card revenues ledger; may interface with vendors in person or by telephone; may assign and review the work of others; may provide support to other accounting staff; general knowledge and/or experience with spreadsheets and automated financial systems knowledge may receive training in various clerical accounting duties and performs other related duties as required.

EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Occupational Written Exam.....	100%

(Battery operated calculator permitted.)

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of test results.

The written exam is tentatively scheduled for February 27, 2017. If you do not receive notification by February 17, 2017, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request to (562) 570-6202.

J.O.B. C02AN-17 SV AC

2/1/17

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REQUIREMENTS TO FILE:

Ability to operate a 10-key machine or personal computer keyboard by touch AND Applicants must meet one of the following requirements A, B, or C stated below.

- A. One year of (paid, full-time equivalent) clerical accounting experience involving the maintenance of financial records pertinent to accounts receivable, accounts payable, payroll or similar function, involving the use of a personal computer keyboard.
- B. One year of education (24 semester units/36 quarter units) from an accredited college or university (business education) which includes successful completion of one or more courses listed below (proof required)*:
 - Elementary accounting or bookkeeping
 - Computer applications
 - Office practices and procedures
- C. Any combination of the education (proof required)* and experience stated above equivalent to one year.

*Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

- Knowledge of personal computers and applications, such as Microsoft Office, Office or other related software.
- Some positions may require the ability to operate a 10-key machine or personal keyboard by touch, including word processing, spreadsheet and database software, and/or or automated financial systems.
- Some positions may require overtime, weekend and/or holiday hours.
- A valid driver's license may be required by the hiring department.

DESIRABLE QUALIFICATIONS: Experience in Advanced

Purchase Inventory Control Systems (ADPICS) and/or Financial Accounting Management Information Systems (FAMIS) and/or other automated financial systems; good effective interpersonal and communication skills; ability to

interact with vendors using courtesy and tact; ability to solve problems and make recommendations; additional related education.

EXAMPLES OF DUTIES: Under direct supervision, performs various clerical accounting duties in the preparation, processing and maintenance of accounting records; prepares, assembles, tabulates, verifies, files, and scans bills, vouchers, invoices, requisitions, and purchase orders; collects and/or accounts for money; prepares and/or assists in the preparation of financial spreadsheets and/or statistical reports; posts balances and adjusts accounts; prepares or assists with analyses, schedules, reconciliations, estimates, and other cost data; issues, monitors, reconciles, reimburses petty cash/check funds; may perform audits of field staff operations; may enter, access or modify on-line accounting and financial data; codes Accounts Payable and Accounts Receivable transactions to ensure expenses and revenue are applied accurately; may assist with Fixed Asset inventory and reconciles credit card revenues ledger; may interface with vendors in person or by telephone; may assign and review the work of others; may provide support to other accounting staff; general knowledge and/or experience with spreadsheets and automated financial systems knowledge may receive training in various clerical accounting duties and performs other related duties as required.

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J.O.B. C02AN-17 SV AC
2/14/18/17

ACCOUNTING CLERK

Recruitment Plan

Recruitment Strategy

- Governmentjobs.com
- Longbeach.gov
- Veteran's websites
- City E-blast
- HTTV (Hometown television)
- 24-hour jobline

Filing Period

- Open Competitive Exam
- Pre-post bulletin from January 27, 2017 through February 3, 2017 (a week)
- Accept applications from February 3, 2017 through February 10, 2017 (a week)

FINAL DRAFT

PETROLEUM ENGINEERING ASSOCIATE

SALARY RANGE:

Grades I - II: \$2,774.80 - \$4,399.24 Biweekly
\$6,033.00 - \$9,541.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning February 3, 2017 through 4:30 p.m., March 3, 2017.

REQUIREMENTS TO FILE: Candidates must meet requirement A or B:

A. Bachelor's degree from an accredited college or university in Petroleum Engineering or Chemical Engineering (proof required)*.

B. Bachelor's degree from an accredited college or university in a **closely related field** (proof required)*, and two years (full-time equivalent) of experience in petroleum engineering, **petroleum geology**, oil field operations, or other petroleum related operations.

Candidates must also meet the following requirements:

- Knowledge and ability to operate computers using spreadsheets, word processing, and other business and technical software pertaining to petroleum engineering.
- Willingness to work occasional weekends, holidays, and split shifts.
- A valid driver's license is required by the hiring department.

***Proof of required documents must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Wilmington Oil Field experience; water flood operations experience; **Engineer-in-Training certificate issued by the State Board of Registration for Professional Engineers.**

EXAMPLES OF DUTIES: Under supervision, performs increasingly complex and responsible petroleum engineering and/or geology work pertaining to oil field development, oil and gas production operations,

enhanced recovery methods, and other related work; participates in project teams for economic and operational evaluation of field activities and reservoir surveillance; participates in evaluating procedures to ensure oil field environmental and safety regulatory compliance; prepares, reviews or assists in the preparation of petroleum engineering projects, studies, and programs pertaining to oil field development, oil and gas production operations, drilling, oil and gas reserves, field equipment, secondary recovery, enhanced oil recovery, abandonment operation; assists in the planning of oil field, community and industrial development to ensure oil operations compatibility with competitive land use areas; participates in developing operational plans to optimize economic oil recovery; evaluates contracts and regulations pertaining to the oil operations; assists in the development of oil fields budget; assists in the preparation and the making of formal oral presentations to City, Department, contractor, and regulatory personnel; may conduct physical and chemical tests concerning oil, gas and water; may perform in a lead capacity over subordinate personnel; and performs other related duties as required.

SELECTION PROCEDURE: This is a continuous examination. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed.

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Recruitment Strategy

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- Longbeach.gov
- E-blast
- Social Media (Twitter & Facebook)
- HTTV (Hometown television)
- 24-hour jobline
- Industry related websites

Filing Period

- 4 week filling period