

SALARY

\$19.90 - \$26.70 Hourly \$1,592.00 - \$2,136.00 Biweekly \$3,449.33 - \$4,628.00 Monthly \$41,392.00 - \$55,536.00 Annually

ISSUE DATE: 05/25/18

FINAL FILING DATE: 06/01/18

THE POSITION



ACCOUNTING TECHNICIAN

OPEN TO THE PUBLIC

WHAT DOES THE ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM DO?

OCERS provides retirement, death, disability, and cost-of living benefits to employees of the County of Orange and certain County districts. OCERS is governed by a ten-member Board of Retirement that is responsible for managing a \$16 billion dollar trust fund. For more information on OCERS, please visit our website at www.ocers.org.

THE OPPORTUNITY

The Accounting Technician position serves under the direction of the OCERS department supervisor and is responsible for interpreting statutes, regulations, and policies from both the 1937 Act and County Memorandums of Understanding (MOU's) as they apply to retirement calculations. Interacts in a professional manner with representatives of other agencies and plan sponsors to process transmittal payroll records. Serve retirement membership by calculating and auditing service purchases and contributions. The Accounting Technician performs highly specialized work related to plan sponsor payroll transmittal reconciliation. The Accounting Technician is responsible for reviewing, creating, and modifying complex spreadsheets, analyzing payroll transmittal exceptions, service purchase contracts and contribution calculations utilizing V3, CAPS+ and AHRs software.

THE IDEAL CANDIDATE

The ideal candidate will have three years of experience dealing with reconciliation practices and general payroll and contribution procedures,

strong oral and written communication skills, and must be proficient in Excel: reviewing, creating, and modifying complex spreadsheets are a critical function of this position. The successful candidate must be able to understand, interpret and apply laws, statutes, rules and regulations pertaining to the retirement benefits system (1937 Act), and communicate clearly and effectively at all organizational levels and in situations requiring tact and sensitivity. The candidate must also have recent experience reviewing, processing and issuing payments of various amounts, as well as experience in Accounts Payable.

CUSTOMER SERVICE

Demonstrated Experience:

Interacts in a professional and courteous manner with the public, retirement plan members and a variety of individuals at all organizational levels to provide information and/or explain procedures.

TECHNICAL/COMPUTER/OFFICE SKILLS

Demonstrated Experience:

- Proficient in Microsoft Office Suite (Word, Excel), CAPS+ HR/Payroll and AHRS, which holds and manages pertinent information, creates documents, spreadsheets and maintain calendars
- Performs complex record keeping
- Detail oriented with a high level of accuracy
- Produces reports using various software programs
- Experience performing a wide variety of financial/accounting duties, including processing accounts payable invoices, tracking invoice and financial information, preparing and reconciling various reports, processing cash receipts, preparing journal entries, researching and resolving issues, identifying and correcting discrepancies and setting up wire payments.
- Performs a wide variety of financial/accounting duties.
- Interprets terms and conditions of contracts with vendors for services and goods.
- Knowledge of accounting principles and practices.
- Maintains a high level of confidentiality
- Works independently

COMMUNICATION SKILLS

Demonstrated Experience:

- Participates in a free flow of information with others for the sake of a common goal
- Keeps self and others informed
- Clearly and articulately conveys information in a casual or formal situation

- Communicates policies, regulations and guidelines to others

ANALYTICAL SKILLS

Demonstrated Experience:

- Reads and interprets policies, regulations and guidelines
- Utilizes all available resources for researching issues and draw logical conclusions to determine appropriate corrective action.
- Possesses strong organization skills and time management skills
- Uses discretion and maintains confidential and/or sensitive information as dictated by the assignment

GENERAL DUTIES

The Accounting Technician is expected to perform with a high degree of independence and possess thorough knowledge of OCERS' legal policies and procedures and expert knowledge of the specialized area of assignment.

- Performs a variety of difficult work involving independent judgement with accuracy and speed, gives clear and understandable written and verbal instructions; provides procedures and directions in specific situations with minimal supervision.
- Deals professionally with internal staff as well as representatives of other agencies and plan sponsors; completes and maintains accurate logs and records.
- Creates transmittal exception reports and analyzes data to resolve payroll transmittal discrepancies by working closely with various County agencies and Plan Sponsor Human Resources departments.
- Utilizes Excel for reviewing, creating, and modifying complex spreadsheets. Interacts with various County and outside agencies by providing guidance on clearing exceptions and successfully validating and submitting biweekly payroll transmittal files. Duties include highly specialized and responsible work in the area of calculation and review of services purchase contract and contribution refunds, retiree payroll tasks and controls complex and varied accounting records.
- Maintains ledgers, journals, logs, files and other accounting records; extracts, posts, adjusts and reconciles entries from supporting documents and records; classifies and codes accounting documents for proper distribution of expenditures into accounts, responsibility centers projects or other categories.

MINIMUM QUALIFICATIONS

[Please click here for more information on minimum qualification for this classification.](#)

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS OCERS is committed to providing a means for applicants who may have a disability to

identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the recruiter listed below for any questions or to request an accommodation during the testing/selection process.

APPLICATION PROCESS

Application packets must emphasize all the areas in which you have demonstrated experience and documented accomplishments in the specific competencies related to the position, as they will be screened to identify the most qualified candidates. **Complete responses to the requested supplemental questions are required as part of your application packet. Applications submitted without completed supplemental questions will be disqualified from further consideration.** Based on the OCERS's needs, the selection procedures listed below may be modified. All candidates will be notified of any changes in the selection process.

SELECTION PROCEDURE

Application Process

OCERS Human Resources Department screens all applications and supplemental information forms to identify the qualified candidates. Applications submitted without a completed supplemental information form will be disqualified from further consideration. After screening, the more qualified candidates will be referred to the next step in the recruitment process and notified of all further procedures applicable to their application status.

Self-Administered Examination | Refer/NonRefer:

Candidates will be invited to participate in an on-line, self-administered assessment. Candidates will be notified via email of this process. Only the most successful candidates will be referred to the next step in the recruitment process.

Qualifications Appraisal Panel (QAP) | Application Rating (Weighted 100%)

Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

Eligible List:

After all the test procedures have been completed, OCERS Human Resources Department will establish an eligible list for the **OCERS location ONLY**. Based on OCERS needs and the number of applications received, the selection procedures listed above may be modified and all affected candidates will be notified.

HOW TO APPLY

- Only on-line applications with the completed supplemental questions

will be accepted.

- E-mail is the primary form of notification during the recruitment process. Please ensure your correct email address is on your application and only use one email account.
- Your application should highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications listed above.
- It is recommended that you record and print your confirmation page, as this verifies receipt of your on-line application.
- You may apply on-line at the County of Orange website:
www.ocgov.com

For Specific information pertaining to this recruitment please contact Melissa Wozniuk at (714) 569-4849 or email mwozniuk@ocers.org. **Do not submit resumes to this email address as they will not be considered in lieu of the required application process.**

ADDITIONAL INFORMATION

EMAIL NOTIFICATION: Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account. **NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.** Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com. **FREQUENTLY ASKED QUESTIONS:** Click [here](#) for additional Frequently Asked Questions.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



APPLICATIONS MAY BE OBTAINED AND FILED
ONLINE AT:
<http://www.ocgov.com/hr>
OR
333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #0835CL-0518-157(O)
ACCOUNTING TECHNICIAN
MW

Accounting Technician Supplemental Questionnaire

- * 1. You are required to provide full and complete responses to the supplemental questions. The information you provide will be used as a rating device, so please be descriptive in your response. Incomplete information will result in a lower rating. Supplemental questions are designed to help you present your qualifications for this position and will be rated based on the information that you supply. Please provide concise, descriptive and detailed information and highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications and abilities for each question. Resumes will not be accepted in lieu of completing the supplemental questions. By selecting yes below, you acknowledge that you have read and understand this application requirement.

Yes No

- * 2. Please check the box that best describes your education/experience as it relates to this position.

I have three years experience in the maintenance and review of fiscal, financial or statistical records and at least six months experience in an office setting.

I have two years experience as an Accounting Specialist with the County of Orange or in an equivalent position and at least six months experience in an office setting.

I am substituting my education for a portion of my experience. I have completed 12 semester or 18 quarter units in accounting, business math, bookkeeping, or a closely related field.

- * 3. Describe your experience with CAPS+ HR/Payroll or another HRIS payroll system and highlight your experience in relation to employer payroll functions.
- * 4. Describe a situation in which you were working on a high profile project with a short deadline. How did you manage the workload and pressures involved?

- * Required Question