

**LACERA**

Human Resources  
300 North Lake Avenue  
Suite 650  
Pasadena, CA 91101-4199

<http://www.lacera.com>

**ANNOUNCEMENT FOR THE POSITION OF:  
ACCOUNTING OFFICER II, LACERA**

*An Equal Opportunity/ADA Compliant Employer*

*LACERA Values: Professionalism, Respect, Open Communication, Fairness, Integrity & Teamwork*

**SALARY:**

\$6,183.09 - \$8,109.27 Monthly  
\$74,197.08 - \$97,311.24 Annually

**OPENING DATE:** 11/06/17

**CLOSING DATE:** Continuous

**POSITION INFORMATION:**

*This announcement is a rebulletin to reopen the filing period. Persons who have already applied, need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.*

*This examination will remain open until the needs of LACERA are met and may close without prior notice.*

**Examination Information: Examination Number: 9-0418-E, Job Bulletin Number: 17-09**

**TYPE OF RECRUITMENT:** Open Competitive Opportunity

**ABOUT THE POSITION**

This position is assigned to the Investment Accounting Section of Financial and Accounting Services Division (FASD). The Division is responsible for managing the financial operations of the Los Angeles County Employees Retirement Association (LACERA) in accordance with established fiscal policies. FASD is divided into two operational areas: the Investment Accounting and General Accounting Sections.

Investment Accounting

This position is responsible for directing and overseeing the accounting and financial reporting of LACERA's approximately \$50 billion investment portfolio. The position supervises, through subordinate supervisors, a staff of professional investment accountants engaged in the analysis, accounting, reconciliation, and monitoring of all LACERA investment transactions.

LACERA's well-diversified and externally managed investment portfolio includes multiple asset classes of public market securities and direct investment holdings such as: U.S. and non-U.S. equities, U.S. and non-U.S. fixed income, short-term investments, hedge funds, mortgages, private equities, and real estate. LACERA also participates in a securities lending program.

**VACANCY INFORMATION:** The current vacancy is in the Investment Accounting Section; however, the resulting eligible list for this examination can be used to fill other vacancies in LACERA, as they occur.

**CERTIFICATION BONUS:** Any permanent, full-time employee working in this classification possessing a valid Certified Public Accountant(CPA) license issued by the State of California is entitled to a Certification Bonus

equal to two (2) salary schedules (approximately 5.5%) as provided by the Los Angeles County Step Pay Plan.

**WORK SCHEDULE:** This full-time position is required to work a 5/40 schedule (e.g. an eight (8) hour day, Monday through Friday) for at least the first six (6) months of employment.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, assigns, directs, and evaluates the work of the accounting, budget compilation and control, cashiering, supply, payroll, statistical, data processing, or other staff or service activities.

Advises and consults with management concerning the accounting and financial implications of existing and projected departmental activities.

Supervises or personally conducts cost, revenue, and accounting systems and procedures studies, writes reports of findings; and secures approval for implementation of recommendations from departmental administration and the Auditor-Controller when necessary.

Analyzes and interprets accounting provisions of laws and regulations and recommends steps for their implementation.

Administers revenue producing agreements.

Coordinates the work of subordinate accounting and other activities with the work of other divisions, departments, and clientele.

May act as immediate assistant to a higher level accounting position.

**REQUIREMENTS:**

**SELECTION REQUIREMENTS:**

**EDUCATION:** Completion of twenty-one units of accounting including at least two courses in advanced subjects such as cost accounting, governmental accounting, or auditing in an accredited college, or equivalent accounting education.

**-AND-**

**EXPERIENCE:** One year's professional accounting experience at the level of Accountant III, Intermediate Accountant-Auditor, or Accounting Officer I, LACERA.

**LICENSE:** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS II - LIGHT:** Light physical effort which may include occasional light lifting to a 10 pound limit, and occasional bending, walking, stooping or squatting. Incumbents sit for extended periods of time. Work is performed in an office environment in a controlled climate.

**ADDITIONAL INFORMATION:**

**DESIRABLE QUALIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Accounting, or Finance.
- A valid Certified Public Accountant (CPA) license issued by the State of California.
- Three (3) or more years of investment accounting experience at a custodial bank, investment manager, or public pension fund.
- Demonstrated experience in the administrative and technical supervision of professional investment accounting staff.
- Demonstrated experience in analyzing, interpreting, and implementing Governmental Accounting Standards Board (GASB) or Financial Accounting Standards Board (FASB) pronouncements.

- Demonstrated experience in monitoring complete resolution of all exceptions resulting from the investment account daily and/or monthly reconciliations.
- Demonstrated experience directing the maintenance of centralized investment accounting financial records and maintaining control over all accounting transactions related to investment portfolios.
- Demonstrated experience in the preparation of investment fund financial statements and reports, including monthly financial accounting and ad hoc reports.
- Demonstrated experience and advanced proficiency in accounting software (e.g., Great Plains, etc.) and Microsoft Office Suite applications, including Excel and Word.

To receive credit for the above desirable qualifications, your application must clearly describe your experience.

**Knowledge of:** generally accepted accounting principles and practices including investment accounting, cost accounting, governmental accounting, and auditing; principles and practices of supervision including performance monitoring; implementation of new and/or amended GASB requirements; investment security attributes and accounting methodologies for investment portfolios; interpersonal skills using tact, patience, and courtesy; customer service skills; principles and applications of the Microsoft Office Applications such as Word, Access, Excel, PowerPoint, and accounting software such as Great Plains or other similar accounting software.

**Ability to:** communicate clearly and effectively, orally and in writing; think critically and strategically; exercise initiative and independent judgment within defined accounting and supervisory policies and procedures; resolve complex investment transaction accounting problems; prepare monthly and annual financial and accounting reports; develop and implement work policies and procedures; perform responsibilities with minimum supervision; establish and maintain effective working relationships with other staff internally and externally including investment managers, banks, and auditors; provide leadership; plan and organize their work and the work of others; and make oral presentations to a governing body.

Those applicants, who meet the Selection Requirements **AND** most closely match the Desired Qualifications, will be invited to participate in the examination process.

**EXAMINATION CONTENT:** This examination will consist of:

**Part I:** A qualifying evaluation of application information and the desirable qualifications.

Only the highest qualified applicants as determined under Part I, will be invited to continue in the examination process under Part II.

**Part II:** An Appraisal (Oral) Interview weighted 100%.

The appraisal (oral) interview will assess the applicant's knowledge, experience, and general ability to perform the essential functions of the position.

Those candidates which are determined eligible for hire under the Los Angeles County's Civil Services Rules may be invited to the selection process which may be comprised of a selection interview and/or job related assessments.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70 OR HIGHER ON THE WEIGHTED PORTION OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**EXAMINATION NOTIFICATIONS:** All test invitations (e.g. oral, performance, written, etc.) and/or special notices will be sent to candidates via email to the email address provided on the official application only. Ensure your email address is correct at the time of filing. Allegations of not receiving the email notification to the email address provided on the official application will not be considered an acceptable reason to authorize an early or late examination administration.

All other notifications (e.g. Notice of non-acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS) to the mailing address provided on the official application. Test scores/results cannot be given over the telephone.

Allegations of not receiving notifications sent via USPS to the mailing address provided on the official application cannot be considered to authorize an extension of appeal rights.

To ensure that our emails are not filtered into your "junk" or "bulk" folder, please add governmentjobs.com and lacera.com to your list of trusted senders.

**ELIGIBLE INFORMATION:** The names of candidates receiving a passing grade will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.

**APPLICATION AND FILING INFORMATION:**

Application must be submitted online. Applicants can check the status of their applications at anytime by logging into their account on [www.governmentjobs.com](http://www.governmentjobs.com)

The acceptance of an employment application depends upon whether or not an applicant has provided adequate information that clearly demonstrates meeting the Selection Requirements for the position as stated above. Please complete the application and supplemental questionnaire thoroughly and completely.

Information provided in the supplemental questionnaire must be reflected in the application to be considered.

Failure to provide complete information on the employment application and on the supplemental questionnaire will impact the assessment of an applicant's qualifications and acceptance in the selection process.

**Applications submitted without the complete work history and the supplemental questions completed in their entirety will be rejected as incomplete. "See application" or "See resume" or copy and paste of work experience is not sufficient or qualifying responses.**

Resumes will not be accepted in lieu of the completed application or supplemental questionnaire.

In the space provided for education, include the names and addresses of schools attended, and number of credits, degree, and/or certificate(s) earned.

In order to receive credit for any college course work, or college degree, such as an Associate, Bachelor, Master, Doctorate degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official and/or unofficial transcripts, or an official letter from the accredited institution which shows the area of specialization or official certificate(s) at the time of filing or within ten (10) business days from application submission date.

Applicants must provide the appropriate attachments during application submission, email the documentation to [humanresources@lacera.com](mailto:humanresources@lacera.com), or fax a photocopy of the required documents to (626) 564-6699 within ten (10) business days of filing. Please include the examination title and number on the documentation.

Failure to provide the appropriate documentation may result in your application being rejected as incomplete and will be removed from consideration.

Your employment history should be listed in order beginning with the most recent.

For each job held, provide the name and address of your employer, your job titles, beginning and ending dates, description of work performed, salary earned, and reason for leaving.

If you have worked in more than one position for one employer, list each job title and/or area of assignment separately on the application to demonstrate your experience in various assignments/occupational areas.

Part-time experience will be evaluated on the basis of its fractional equivalent of a 40-hour workweek.

All required experience must be paid.

This position may require working evenings, weekends, and holidays.

**TO APPLY ONLINE GO TO:** [www.lacera.com](http://www.lacera.com) and click on the Careers link.

Faxed, emailed, or hardcopy (paper) applications will not be accepted.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

Candidate(s) who complete examination process with acceptable results will be considered by the Department hiring authority. Upon an offer of employment, a comprehensive background investigation will be conducted, which includes verification of experience, and/or education, credit history, and fingerprinting through the California Department of Justice and the Federal Bureau of Investigation.

**FINGERPRINTING AND SECURITY CLEARANCE:** Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, in cases where driving is a requirement of employment, certain serious traffic convictions or patterns of traffic violations (e.g., 3 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

**IMPORTANT NOTE:**

Please note that all information included in the application materials is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Utilizing verbiage from the Classification Specification, Minimum/Selection Requirements, and/or Desirable Qualifications serving as your description of duties or responses to the supplemental questions will not be sufficient to demonstrate that you meet the requirements. Doing so may result in your application being incomplete and you may be disqualified. Applications may be rejected at any stage of the examination process.

**Requests for accommodation:** humanresources@lacera.com

**Teletype Telephone:** (800) 899-4099

**Department Contact Name:** Connie Chan

**Department Contact Telephone:** (626) 564-6000 extension 3580

**Department Email:** humanresources@lacera.com




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**LACERA  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application.

Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). A full disclosure of all convictions is required, when

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b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the LACERA to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.  
b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** LACERA is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system

requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense (s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to

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and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the LACERA or its respective employees shall modify the foregoing or create any warranty.

LACERA expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against LACERA as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

LACERA shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to LACERA. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. LACERA has reciprocal agreements with several public retirement systems in California.

the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

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APPLICATIONS MAY BE SUBMITTED ONLINE AT:  
<http://www.lacera.com>

Examination #9-0418-E, Bul. No. 17-09  
**ACCOUNTING OFFICER II, LACERA  
CC**

The provisions of this announcement do not constitute an express or implied contract.

**Accounting Officer II, LACERA Supplemental Questionnaire**

- \* 1. **INSTRUCTIONS TO APPLICANTS:** Only online applications are accepted. The information provided on this supplemental questionnaire will be evaluated and compared to the information provided on the application. The information provided will be used to determine if you are among the most qualified for the position.

A resume or a reference to "See attached resume" or "See application" will not be accepted in lieu of the completed questionnaire.

**Incomplete, false statements, omission of material facts, or partial information may result in rejection of the application.**

I have read and understand the instructions and that in order to be further considered for this position, my application and supplemental questionnaire **must** be thoroughly completed and reflect all relevant work experience.

- Yes  
 No
- \* 2. Which of the following best describes your professional accounting experience?
- None  
 Some experience, but less than one (1) year.  
 At least one (1) year of experience, but less than two (2) years.  
 At least two (2) years of experience, but less than three (3) years.  
 At least three (3) years experience, but less than four (4) years.  
 Four (4) or more years of experience.
- \* 3. Have you completed at least twenty-one (21) units of accounting including at least two (2) courses in advanced subjects such as cost accounting, governmental accounting, or auditing?
- Yes  
 No
- \* 4. If "Yes", list the course work completed in advanced subjects such as cost accounting, governmental accounting, or auditing. If you have not completed coursework in advanced subjects, please enter "N/A".
- \* 5. Which of the following best describes your level of education?  
**NOTE:** In order to receive credit for any college course work, or college degree, such as an Associate, Bachelor, Master, Doctorate degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official and/or unofficial transcripts, or an official letter from the accredited institution which shows the area of specialization or official certificate(s) with your application.
- High school graduate or equivalent  
 Some college  
 Associate's Degree  
 Bachelor's Degree  
 Coursework beyond Bachelor's degree  
 Master's Degree or higher
- \* 6.



Do you currently possess a valid Certified Public Accountant (CPA) license issued by the State of California?

- Yes  
 In Process  
 No

- \* 7. Which of the following best describes your years of experience in investment accounting at a custodial bank, investment manager, or public pension fund?

- None  
 Some experience, but less than one (1) year.  
 At least one (1) year of experience, but less than two (2) years.  
 At least two (2) years of experience, but less than three (3) years.  
 At least three (3) years of experience, but less than four (4) years.  
 Four (4) or more years of experience.

- \* 8. Please indicate the following in regards to your experience in investment accounting at a custodial bank, investment manager, or public pension fund; 1) the position title(s), 2) employer(s), 3) employment date(s) (MM/DD/YY to MM/DD/YY) and 4) briefly describe the duties performed.

Please note your work experience **MUST** be verifiable in the work experience on the application.

**Please provide clear, concise, and complete information. If you do not have any experience, indicate N/A.**

**NOTE:** Indicating "See resume or application" or copy and paste from work history is not sufficient.

- \* 9. Which of the following best describes your years of experience in the administrative and technical supervision of professional investment accounting staff?

- None  
 Some experience, but less than one (1) year.  
 At least one (1) year of experience, but less than two (2) years.  
 At least two (2) years of experience, but less than three (3) years.  
 At least three (3) years of experience, but less than four (4) years.  
 Four (4) or more years of experience.

- \* 10. Please indicate the following in regards to your experience in the administrative and technical supervision of professional investment accounting staff; 1) the position title(s), 2) employer(s), 3) employment date(s) (MM/DD/YY to MM/DD/YY), 4) briefly describe the duties performed, and 5) number of subordinates supervised.

Please note your work experience **MUST** be verifiable in the work experience on the application.

**Please provide clear, concise, and complete information. If you do not have any experience, indicate N/A.**

**NOTE:** Indicating "See resume or application" or copy and paste from work history is not sufficient.

- \* 11. For the job activity listed below, please select the frequency that most closely matches your work experience:

Analyze, interpret, and recommend for implementation Governmental Accounting Standards Board (GASB) or Financial Accounting Standards Board (FASB) pronouncements.

- Never performed this activity.  
 Performed this activity once.

- Performed this activity occasionally. (e.g. every few years)  
 Performed this activity frequently (e.g. annually)

- \* 12. Please indicate the following in regards to your experience in analyzing, interpreting, and recommending for implementation Governmental Accounting Standards Board (GASB) or Financial Accounting Standards Board (FASB) pronouncements; 1) the position title(s), 2) employer(s), 3) employment date(s) (MM/DD/YY to MM/DD/YY), 4) and briefly describe the duties performed.

Please note your work experience **MUST** be verifiable in the work experience on the application.

**Please provide clear, concise, and complete information. If you do not have any experience, indicate N/A.**

**NOTE:** Indicating "See resume or application" or copy and paste from work history is not sufficient.

- \* 13. Which of the following best describes your years of experience in monitoring complete resolution of all exceptions resulting from the investment account daily and/or monthly reconciliations?

- None.  
 Some experience, but less than one (1) year.  
 At least one (1) year of experience, but less than two (2) years.  
 At least two (2) years of experience, but less than three (3) years.  
 At least three (3) years of experience, but less than four (4) years.  
 Four (4) or more years of experience.

- \* 14. Please indicate the following in regards to your experience in monitoring complete resolution of all exceptions resulting from the investment account monthly reconciliations; 1) the position title(s), 2) employer(s), 3) employment date(s) (MM/DD/YY to MM/DD/YY), 4) briefly describe the duties performed, and 5) number of subordinates, if supervising.

Please note your work experience **MUST** be verifiable in the work experience on the application.

**Please provide clear, concise, and complete information. If you do not have any experience, indicate N/A.**

**NOTE:** Indicating "See resume or application" or copy and paste from work history is not sufficient.

- \* 15. Which of the following best describes your years of experience in directing the maintenance of centralized investment accounting financial records and maintaining control over all accounting transactions related to investment portfolios?

- None.  
 Some experience, but less than one (1) year.  
 At least one (1) year of experience, but less than two (2) years.  
 At least two (2) years of experience, but less than three (3) years.  
 At least three (3) years of experience, but less than four (4) years.  
 Four (4) or more years of experience.

- \* 16. Please indicate the following in regards to your experience in directing the maintenance of centralized investment accounting financial records and maintaining control over all accounting transactions related to investment portfolios; 1) the position title(s), 2) employer(s), 3) employment date(s) (MM/DD/YY to MM/DD/YY), 4) briefly describe the duties performed; and 5) number of subordinates, if supervising.

Please note your work experience **MUST** be verifiable in the work experience on the application.

**Please provide clear, concise, and complete information. If you do not have any experience, indicate N/A.**

**NOTE:** Indicating "See resume or application" or copy and paste from work history is not sufficient.

- \* 17. Which of the following best describes your years of experience in preparing investment fund financial statements and reports, including monthly financial accounting and ad hoc reports?
- None.
  - Some experience, but less than one (1) year.
  - At least one (1) year of experience, but less than two (2) years.
  - At least two (2) years of experience, but less than three (3) years.
  - At least three (3) years of experience, but less than four (4) years.
  - Four (4) or more years of experience.

- \* 18. Please indicate the following in regards to your experience in the preparation of investment fund financial statements and reports, including monthly financial accounting and ad hoc reports: 1) the position title(s), 2) employer(s), 3) employment date(s) (MM/DD/YY to MM/DD/YY), 4) briefly describe the duties performed, and 5) types of financial reports prepared.

Please note your work experience **MUST** be verifiable in the work experience on the application.

**Please provide clear, concise, and complete information. If you do not have any experience, indicate N/A.**

**NOTE:** Indicating "See resume or application" or copy and paste from work history is not sufficient.

- \* 19. Please list the types of computer applications (e.g., Microsoft Excel, Word, Access, etc.) and accounting software (e.g., Great Plains, etc) you have experience working with and describe your proficiency level (i.e., beginner, intermediate, advanced).

\* Required Question