

Minimum Qualification Specifications
for the Classes:

CONTROL ACCOUNTS BOOKKEEPER I & II

Experience Requirements

Except for the substitution provided for in this specification, applicants must have had the kind and amount of experience as shown in the following table:

Class Title	General Exper	Specialized Exper	Supervisory Exper	Total Exper
Control Accounts Bookkeeper I	3	0	0	3
Control Accounts Bookkeeper II	3	1	*	4

General Experience: Work experience which showed that the applicant has knowledge of fiscal record keeping and office practices and procedures and the ability to maintain or review fiscal records, summarize fiscal data, and prepare or review financial statements.

Specialized Experience: Experience in control accounts bookkeeping work in the maintenance of master subsidiary ledger accounts by the use of an electronic accounting machine. Such experience must provide knowledge of office practices and procedures, account record keeping techniques and electronic accounting machines and ability to operate electronic accounting machines.

Supervisory Experience: (*)For the Control Accounts Bookkeeper II level, applicants must show possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory responsibilities or aspects, by details to supervisory positions, by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution of Education for Experience

1. Successful completion of a one-year bookkeeping or accounting curriculum

leading to a certificate of achievement or equivalence from a business or community college, or other comparable institution may be substituted for one year of general experience. Applicants who did not graduate may receive partial credit toward general experience on the basis of 15 semester hours, of which 5 semester hours were in accounting, for each 1/2 year of experience.

2. Successful completion of a two-year accounting curriculum leading to an Associate of Science or comparable degree from an accredited community college or other comparable institution may be substituted for two years of general experience. Applicants who did not graduate may receive partial credit toward general experience on the basis of 15 semester hours, of which 5 semester hours were in accounting, for each 1/2 year of experience.
3. A bachelor's degree from an accredited university with at least 12 semester hours in accounting and/or auditing subjects may be substituted for 3 years of general experience. Applicants who did not graduate may receive partial credit toward general experience on the basis of 15 semester hours of which at least 3 semester hours were in accounting or auditing subjects for each 1/2 year of experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes CONTROL ACCOUNTS BOOKKEEPER I and II which were approved on July 1, 1974.

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