

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ACCOUNTING ANALYST

Supplemental Questionnaire Required

OPEN AND PROMOTIONAL

Job # 26-UB7-01

Salary: \$8,427 – 10,667 / Month

Closing Date: Friday, January 30, 2026

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general direction from the Accounting Manager or Chief Deputy Auditor-Controller, to perform complex accounting studies and financial analysis of the County's fiscal affairs; to perform the most difficult and complex general and cost accounting work; to provide analytical support to department management relative to complex fiscal matters and for recommending and implementing countywide solutions; to serve as a subject matter expert and provide interpretation, advice, analysis, consultation, and professional support on fiscal and accounting policies and procedures to department heads, other fiscal staff, and external agencies; and to do other work as required. **THE LIST ESTABLISHED WILL BE USED TO FILL THE CURRENT VACANCY AND IT MAY ALSO BE USED TO FILL OTHER VACANCIES DURING THE LIFE OF THE ELIGIBLE LIST.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

POSSESSION OF A BACCALAUREATE DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN BUSINESS ADMINISTRATION, FINANCE, ACCOUNTING OR A CLOSELY RELATED FIELD, WHICH MUST HAVE INCLUDED AT LEAST 12 SEMESTER OR 18 QUARTER UNITS FROM AMONG THE FOLLOWING ACCOUNTING COURSES: PRINCIPLES OF ACCOUNTING, INTERMEDIATE ACCOUNTING, ADVANCED ACCOUNTING, GOVERNMENTAL ACCOUNTING, FUND ACCOUNTING, COST ACCOUNTING, AUDITING, FINANCIAL ACCOUNTING, AND/OR MANAGERIAL ACCOUNTING

AND

THREE YEARS OF PROGRESSIVELY RESPONSIBLE ACCOUNTING EXPERIENCE WITH AT LEAST ONE YEAR OF EXPERIENCE IN GOVERNMENTAL ACCOUNTING AND FINANCIAL ANALYSIS OR BUDGET FORMULATION AND CONTROL

A CERTIFIED PUBLIC ACCOUNTANT CERTIFICATE IS HIGHLY DESIRABLE



KNOWLEDGE: Thorough knowledge of accounting principles, theories and practices; cost accounting theory and methods. Working knowledge of business law applicable to financial operations; governmental accounting principles and practices; governmental budgetary and financial operations; basic business statistical methods and techniques; the application of data processing to accounting operations. Some knowledge of laws and regulations, and accounting requirements governing financial operations of local government.

ABILITY TO: Prepare financial statements in accordance with generally accepted accounting principles; analyze, evaluate and solve complex budgetary, accounting, and administrative problems; understand, interpret, apply and explain laws, rules and regulations; prepare clear and concise accounting, budgetary, statistical and narrative reports; establish and maintain an effective working relationship with others; develop or revise accounting systems to meet changing needs; assist in the design and implementation of computerized accounting systems; present technical financial data and reports effectively; learn to operate a personal computer, or computer terminal, to design programs to store, retrieve and analyze information.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

WOMEN, PEOPLE OF COLOR AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY THAT REQUIRES TEST ACCOMMODATION, PLEASE CALL (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ACCOUNTING ANALYST – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application. **NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. List the semester or quarter units you have completed in the following accounting courses: Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, Auditing, Financial Accounting, and/or Managerial Accounting. Provide transcripts by fax to (831) 454-2241 or email to HumanResources@santacruzcountyca.gov.
2. Describe your experience in learning and applying complex laws, regulations, policies and procedures that govern administration of a major fiscal program.
3. Describe your knowledge and experience in month and year-end closing of accounting periods, including accounting for capital assets and depreciation, debt service payments, accounts payable, and payroll activities.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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