

# Accountant Trainee



## Salary & Benefits

### Salary

Annual salary ranges from \$40,656 to \$48,480, including merit salary increases.

### Benefits

Health, Dental, Vision, Full Retirement Package, 401K /457 Plans, and Professional Job Training.

### Work Life Balance

Flexible work schedules, sick leave, and paid vacation.

## As a member of the EDD team, an **Accountant Trainee:**

- Under close supervision from a higher level professional accountant, performs professional accounting work in the establishment and maintenance of accounts and records while receiving training.
- Learns the agency's activities, departmental systems, and central fiscal control activities.
- Develops interpersonal skills by contact with program personnel and control agencies in fiscal control activities.



**The Department that has connected millions of job seekers is hiring.**

Join one of the largest state departments and make a difference today.

# Minimum Qualifications

## EITHER I

Equivalent to graduation from college, with specialization in accounting (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment).

## OR II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

## OR III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment).

## How to Apply

In order to apply for an Accountant Trainee position with the State of California, you must apply, take, and be successful in the current Accountant Trainee Exam.

### Step One – Establish Eligibility

Visit [www.edd.ca.gov/careers](http://www.edd.ca.gov/careers) and click on the [Open Examinations](#) link. Find the Accountant Trainee bulletin and click on it. Follow the steps outlined in the bulletin to take the exam.

### Step Two – Find Vacancies

Visit [www.edd.ca.gov/careers](http://www.edd.ca.gov/careers) and locate the [Vacancy Search Tool](#) under the external resources section. Type “Accountant Trainee” in the search field and click search to locate vacancies.

### Step Three – Mail in your Accountant Trainee Application Packet

Mail in your application to the address listed on the job vacancy announcement. You should also include a résumé and cover letter with your State Application. The State Application (STD 678) can be found on our website at [www.edd.ca.gov/careers](http://www.edd.ca.gov/careers) under resources, then [Human Resources Forms and Publications](#).

**If you have any questions, please contact the EDD Exams Hotline:**

**Phone:** 916-654-6869

**e-mail:** [EDDRecruiter@edd.ca.gov](mailto:EDDRecruiter@edd.ca.gov)

For information on career opportunities, please visit:

**[WWW.EDD.CA.GOV/CAREERS](http://WWW.EDD.CA.GOV/CAREERS)**

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.