

Announcements

Creating an Announcement by copying a previous announcement -

- Sign on to ATS
- Search for previous announcements to copy as a starting point in creating your new announcement.
- Click on **Announcements** on the menu bar.

Idaho Division of Human Resources
Applicant Tracking System

Agency Services
Division of Financial Management

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[Create New Announcement](#)

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Requested Announcements ()						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's
Requested Approved Published Closed Search All						

Approved Announcements ()						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's
Requested Approved Published Closed Search All						

Published Announcements (11)						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's
Requested Approved Published Closed Search All						

- Click on the link **Search All**

Idaho Division of Human Resources
Applicant Tracking System

Agency Services
Division of Financial Management

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Which class would you like to find closed or canceled announcements for?

Search for Class

Enter all, or a portion, of Class Title or Class Code

- Type the Title, partial Title or Class Code.

Which class would you like to find announcements for?

Search for Class	
Enter all, or a portion, of Class Title or Class Code	<input type="text" value="financial"/>

- If you search by partial Title, you will get a list of all positions with that word in the title.
- Click on the Title for a list of announcements for that position.

Choose one of the following or try a [new search](#).

Classifications Found			
Class No	Class Title	# Comp. Apps	# HL's
04240	Financial Executive Officer	136	10
04241	Financial Officer	109	6
04242	Financial Manager	57	6
04244	Financial Specialist, Principal	302	41
04245	Financial Specialist, Senior	1136	103
04246	Financial Specialist	2791	126
04247	Financial Unit Supervisor	27	6
04248	Financial Technician	3336	241
04250	Financial Support Technician	2394	165
04408	Financial Institutions Bureau Chief	3	2
04413	Financial Institution Examiner, Commissioned Senior	0	0
04415	Financial Institution Examiner, Commissioned	1	1
04419	Financial Institution Examiner 3	6	3
04421	Financial Institution Examiner 2	41	5
04423	Financial Institution Examiner 1	204	4
04437	Financial Examiner / Investigator 4	0	0
04439	Financial Examiner / Investigator 3	0	0
04441	Financial Examiner / Investigator 2	0	0
04443	Financial Examiner / Investigator 1	0	0
05209	Financial Management Analyst, Senior	0	0

- If you search by Class Code, you will get a list of the announcements for that position, whether they are published, draft, closed, or cancelled.
- Click on the Announcement Number to view that individual announcement.

Which class would you like to find announcements for?

Search for Class

Enter all, or a portion, of Class Title or Class Code

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Please Note: Results returned show announcements for all state agencies and all types of announcement status.

Announcements for which you would like to view applicants

Announcements							Openings		
Announcement No	No Merge	Open Date Close Date	Full/Part Time	Perm/Temp	Shifts	Status	Agency Name	Location	Status
Financial Specialist 04246017197 Master List 11 apps / 0 HL's	X	O:12/14/2007 C:12/28/2007	Full Time	Permanent		Published	Idaho Department of Juvenile Corrections	Meridian	Approved
Financial Specialist (Employer Service Center Manager) 04246056903 Master List 0 apps / 0 HL's	X	O:3/26/2007 C:4/4/2007	Full Time	Permanent		Draft	Public Employee Retirement System of ID	Boise	Draft
Financial Specialist 04246020444 Master List 31 apps / 2 HL's		O:12/20/2006 C:12/31/2006	Full Time	Permanent		Closed	Department of Water Resources	Boise	Approved
Financial Specialist 04246008252 Master List 19 apps / 0 HL's	X	O:5/17/2005 C:5/31/2005	Part Time	Permanent		Canceled	Idaho Department of Juvenile Corrections	Meridian	Canceled

- Find the announcement that you want to copy.
- Click on the title/announcement #.

- To copy the announcement, go to the middle of the page (just below the heading “Idaho Works Listing”) and Click on the **Copy** button.

The screenshot shows a web application interface. At the top, there is a header with a search bar, an 'Add Exam Selection' button, and a 'Detail' button. Below this is a section titled 'Internet Category(s)' with two dropdown menus for 'Category #1' (set to 'Accounting, Finance, Auditing') and 'Category #2'. To the right of these is a checkbox for 'Use Agency Logo' which is checked. Below the categories is a table with columns for 'Created By', 'Created Date', 'Updated By', and 'Updated Date'. The 'Created By' field shows '360 - Ranae Sanders' and the 'Created Date' is '8/13/2007 2:40:25 PM'. The 'Updated Date' is '8/22/2007 12:01:06 AM'. Below this is a section titled 'Idaho Works Listing' with a 'View / Edit All' button. At the bottom of this section are 'Update' and 'Copy' buttons, with the 'Copy' button circled in red. Below the listing section is a text editor titled 'Announcement Text' with a rich text toolbar. The text in the editor reads: 'The Department of Water Resources is accepting applications for a Financial Specialist'. Below this is a paragraph: 'This position is located in Idaho Falls Regional Office, performing the financial duties in Water District 01.' and another paragraph: 'The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.'

- To create the announcement you will need to add your opening.
- From **Opening(s)**:
 - o **Location** - Click the drop down and select the City where the opening is located.
 - o **PCN** – Either leave the default 9999 or highlight the 9999 and type in the correct PCN.
 - o **Status** – Click on the drop down list and select the appropriate status for the announcement.
 - **Draft:**
 - **Requested:**
 - **Approved:**
 - **Canceled:**
 - **Closed:**
 - **Delete:**

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This document can only be edited using Internet Explorer version 5.5 or higher

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	▼	9999	Requested ▼	Added with Announcement

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status
Working Title <input type="text"/>	Full or Part Time* Full Time ▼	Shifts/Period <input type="text"/> ▼	Perm/Temp Permanent
Duration of Announcement <input type="text"/>	Proposed Opening Date* Nov ▼ 26 ▼ 2007	Proposed Closing Date Aug ▼ 21 ▼ 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive ▼	Announcement Status Requested ▼	
Qualifications Statements and Exams			
Announcement must be created before exams can be added.			
Internet Category(s)			
Category #1 Accounting, Finance, Auditing ▼		<input checked="" type="checkbox"/> Use Agency Logo	

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Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise ▼	9999	Requested ▼	Added with Announcement

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status
Working Title <input type="text"/>	Full or Part Time* Full Time ▼	Shifts/Period <input type="text"/> ▼	Perm/Temp Permanent
Duration of Announcement <input type="text"/>	Proposed Opening Date* Nov ▼ 26 ▼ 2007	Proposed Closing Date Dec ▼ 10 ▼ 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive ▼	Announcement Status Requested ▼	
Qualifications Statements and Exams			
Announcement must be created before exams can be added.			
Internet Category(s)			
Category #1 Accounting, Finance, Auditing ▼		<input checked="" type="checkbox"/> Use Agency Logo	

- In the Announcement Details you will need to change the Proposed Closing Date to be sure that it is after the opening date.
- In the middle of the page (under the “Idaho Works Listing”), Click the Create button. (NOTE: If you get a message about the announcement dates, click OK and change the proposed closing date.)

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Requested	Added with Announcement

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	

Qualifications Statements and Exams
Announcement must be created before exams can be added.

Internet Category(s)	
Category #1 Accounting, Finance, Auditing	<input checked="" type="checkbox"/> Use Agency Logo
Category #2	

Created By: -2395 Created Date: Updated By: Updated Date:

Idaho Works Listing

Not Listed - [Add Listing](#) - [View / Edit All](#)

[Create](#)

- When you click the Create button your screen will show in green “Announcement Created”.
- You are ready to modify the announcement text, add exam, etc.

Idaho Division of Human Resources
Applicant Tracking System

Agency Services
Division of Financial Management

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This document can only be edited using Internet Explorer version 5.5 or higher

Announcement Created

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Requested	Update
Division of Financial Management		9999	Requested	Add

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status None Approved Does not Exist
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	

Look at the **Announcement Details** make the changes that are specific for your position, be sure to click on the Update button to save your changes.

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status None Approved Does not Exist
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	
Qualifications Statements and Exams			
Exam Selection: Exams and Qualifications Statements tied to Class: <input type="text"/> <input type="button" value="Add Exam Selection"/>		<input type="button" value="Exams Attached - Modify"/>	
<input type="button" value="Detail"/> Click to Add other exams			
Internet Category(s)			
Category #1 Accounting, Finance, Auditing		<input checked="" type="checkbox"/> Use Agency Logo	
Category #2			
Created By 180 - Melody Rose	Created Date 11/26/2007 8:57:41 AM	Updated By	Updated Date

- **Pay Grade** – provide the salary information you want to show on the announcement. Make sure that it is within the Pay Grade listed.
- **Working Title** – Complete this if you have another title that you want included on your announcement.
- **Full or Part Time** – Choose the type of opening you are recruiting for from the drop down. These are set to default on the application of the applicant under Job Type/Shift.
- **Shifts/Period** – Choose from the drop down the employment condition of the position. Please explain the particulars about the position in relation to what has been chosen. Example – Night employment: The working hours are from 11:00 pm to 7:30 am.
- **Duration of Announcement** – Type in the length of time the announcement will be out as well as a contact name for reference. This will not appear on the announcement.
- **Proposed Opening Date** – The default date is the date that announcement is created. Modify this date to indicate when the announcement will be published. Always verify the opening date before publishing.
- **Proposed Closing Date** – This is the date that you want the announcement to close. If you leave the date blank it will state on the announcement “Open until further notice”.
- **Do Not Merge Applicants** – Check this box if you want this register to include only the names from this recruitment. If you do not check this box the names will merge with names from other recruitments that used the same exam.
- **Allow Periodic Testing** – Check this box if your announcement will be open for an extended period of time, or if your announcement has no specific close date, and you will be developing multiple hiring lists from the applicant pool. This will allow applicants to retake their exam to during the announcement time period to keep a valid score on the register.
- **Announcement Type** – Choose the type of announcement that you will be using:
 - **Open Competitive** – Everyone can apply
 - **Dept Promo** – Departmental promotional allows only permanent classified employees of that agency to be considered.
 - **Statewide Promo** – Statewide promotional allows only permanent classified employees from any agency to be considered.
- **Announcement Status** – Draft, Requested are the main ones that are used.

- Draft is for an announcement that is in development.
- Requested is for when the announcement is ready to be finalized. This can be used by the agencies to assist with identifying where an announcement request is in the process. This is similar to how DHR knows that a non-delegated agency is ready for them to finalize their announcement.
- Approved may be used to indicate that the announcement has been reviewed and approved for publishing.
- **Exam Selection** – Attaching an exam section for a complete description.
- **Internet Category(s)** – For open competitive announcements you can have your announcement listed under two occupational categories (Accounting/Finance, General Professional, etc.) on the website. Department and statewide promotional announcements will only be posted under the Promotional Opportunities listings on the website.
- **Use Agency Logo** - If you have a logo for your agency in ATS, check this box if you want your logo posted on your announcement.

Be sure to click the **Update** button after making changes.

Completing the body of the announcement (Announcement Text)

This is your recruiting document and the section of the announcement that provides information (description and requirements of the position) to prospective applicants.

- Describes the job.
- Lists the minimum qualifications.
- Identifies other requirements, desirable qualifications, work locations, or any items that may be of interest to candidates.
- Describes the examination, how their score or ranking is determined and identify the minimum score needed to pass.
- Describe the application process and timelines if known.
- Include any details that may be of interest to applicants.

Be sure to click the **Update** button after making changes.

Since we copied a Water Resources announcement to use for the Division of Financial Management we need to review and modify the information to be sure it applies to this current recruitment. It is important when creating your recruiting document since it is a web page and individuals will be reading this on screen that you adhere to good web page design concepts.

Please see Guides?????

The Department of Water Resources is accepting applications for a Financial Specialist

This position is located in Idaho Falls Regional Office, performing the financial duties in Water District 01.

The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.

The Incumbent in this position will be responsible for:

- Research and analyze financial documents, accounting systems, financial statements, and other related documents.
- Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.
- Participate in the modification and implementation of financial related systems and enhancements.
- Analyze, monitor and complete financial reports for the Committee of Nine and water users.
- Responsible for accounts receivable, accounts payable and payroll, for the Water District and separate from IDWR.
- Assist in compiling Water District financial information, financial reports, the annual budget and ad hoc financial reports as requested.
- Manage Water District fund involving monitoring
- Work directly with independent auditors and customers of the Water District.

MINIMUM QUALIFICATIONS:

- Good knowledge of accounting principles and practices

DESIREABLE QUALIFICATIONS:

- Knowledge or experience in accounting
- Knowledge or experience using a personal computer to develop, analyze and report on financial data.

EXAMINATION:

Education and Experience. You must meet the minimum requirements to qualify for this position. Scoring is based on the information you provide. A minimum score of 35 is needed to pass. Test results will be available online when the review process is complete and if you do not Apply Online written notification will be sent.

HOW TO APPLY:

Use the **Apply Online** button to the left and follow the instructions. If you are unable to **Apply Online**, complete a State of Idaho Application and the exam questions on this announcement. For a paper application, click on Forms at the top of the screen.

To be considered, please add/select the following:

- **Department of Water Resources** under "Agencies"
- **Full-time employment** under "Job Type/Shift"
- **Idaho Falls** under "Cities"

**Thank you for your interest in employment with the
Idaho Department of Water Resources!**

For more information about employment at IDWR, please visit [IDWR Employment](#)

- Once you make changes, be sure you Click the **Update** button to save your changes.

Idaho Works Listing

Not Listed - -

[Instructions for pasting text into boxes below.](#)

Announcement Text

B *I* U ABC [List Icons] -- Styles -- -- Format -- -- Font family -- -- Font size --

[Rich Text Editor Icons]

**The Division of Financial Management accepting applications for a
Financial Specialist**

The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.

- Once you Update, scroll down to the Web View to check the changes that you made. (Just because your changes looked OK when you put them in the Announcement Text does not mean they will look the same after you update).
- Always Spell Check your announcement, whether you have copied an old one or started from scratch. To Spell Check you will need to highlight all the text in the Announcement Text and copy it into Word. Make sure the spelling is correct and then make changes to your announcement if you need to. **Do not copy the text from Word back into your announcement.**

Announcement Text

B *I* U ABC [List Icons] -- Styles -- Paragraph Tahoma 5 (18 pt)

[Rich Text Editor Icons]

**The Division of Financial Management accepting applications for a
Financial Specialist**

The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.


The Incumbent in this position will be responsible for:

- **Research and analyze financial documents, accounting systems, financial statements, and other related documents.**
- **Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.**
- **Participate in the modification and implementation of financial related systems and enhancements.**
- **Analyze, monitor and complete financial reports.**
- **Responsible for accounts receivable, accounts payable and payroll.**
- **Assist in compiling financial information, financial reports, the annual budget and ad hoc financial reports as requested.**

MINIMUM QUALIFICATIONS:


Path: p » strong » font » font » font

- Research and analyze financial documents, accounting systems, financial statements, and other related documents.
- Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.
- Participate in the modification and implementation of financial related systems and enhancements.
- Analyze, monitor and complete financial reports.
- Responsible for accounts receivable, accounts payable and payroll.
- Assist in compiling financial information, financial reports, the annual budget and ad hoc financial reports as requested.



People Making
A Difference!

Idaho
State Government



[Click Here!](#)


Division of Financial Management

700 W. State Street
Boise, Idaho
83720

WEBSITE:
dfm.idaho.gov

**If you have questions,
please contact us at:**
(208) 429-5533

EMAIL:
phodges@dhr.idaho.gov



[Click Here!](#)

Financial Specialist

Open for Recruitment: November 26, 2007 - December 10, 2007
Announcement # 04246024414
Salary Range: \$15.57 - \$20.00 per hour [Plus Competitive Benefits!](#)

Location(s):

The Division of Financial Management accepting applications for a Financial Specialist

The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.

The Incumbent in this position will be responsible for:

- Research and analyze financial documents, accounting systems, financial statements, and other related documents.
- Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.
- Participate in the modification and implementation of financial related systems and enhancements.
- Analyze, monitor and complete financial reports.
- Responsible for accounts receivable, accounts payable and payroll.
- Assist in compiling financial information, financial reports, the annual budget and ad hoc financial reports as requested.

MINIMUM QUALIFICATIONS:

- Good knowledge of accounting principles and practices

DESIREABLE QUALIFICATIONS:

- Knowledge or experience in accounting
- Knowledge or experience using a personal computer to develop, analyze and report on financial data.

EXAMINATION:

Education and Experience. You must meet the minimum requirements to qualify for this position. Scoring is based on the information you provide. A minimum score of 35 is needed to pass. Test results will be available online when the review process is complete and if you do not Apply Online written notification will be sent.

HOW TO APPLY:

Use the **Apply Online** button to the left and follow the instructions. If you are unable to **Apply Online**, complete a State of Idaho Application and the exam questions on this announcement. For a paper application, click on Forms at the top of the screen.

To be considered, please add/select the following:

- **Division of Financial Management** under "Agencies"
- **Full-time employment** under "Job Type/Shift"
- **Boise** under "Cities"

**Thank you for your interest in employment with the
Idaho Division of Financial Management!**

OVERTIME NOTICE:
At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.

Your announcement consists of information based on the type of exam that you will use, so you must decide which exam to attach to the announcement.

Attaching the Exam

Return to the middle of the screen and in the Announcement Details; go to the **Qualifications Statements and Exams**. Here you will choose the exam to be used for your recruitment. There are several steps to view all information before decided which exam to use or whether a new one needs developed. See the Exams section for creating exams.

- Under **Exam Selection** Click on the drop down menu to show all of the exams that are associated with this classification.

Qualifications Statements and Exams

Exam Selection:
Exams and Qualifications Statements tied to Class:

[Click to Add other exams](#) **Exams Attached - Modify**

- Financial Specialist - Lands
- Financial Specialist - (PUC)
- Financial Specialist - MQ only
- Financial Specialist - DHW Management Services
- Financial Specialist w/supporting documentation (Revised 2/07)
- Financial Specialist - ISP
- Financial Specialist w/supporting documentation

Now you will determine if there is a current exam that will meet your needs. As you can see from the list there are exams that are specific to an agency and others that have basic information. In order to determine if there is an exam that will meet your needs, first you want to discuss with the hiring supervisor what is needed to evaluate the applicant qualifications as they relate to the core minimum qualifications.

- To see the details of the exam, you will highlight the exam title in the drop down list and Click on the **Detail** button.

Qualifications Statements and Exams

Exam Selection:
Exams and Qualifications Statements tied to Class:

[Click to Add other exams](#) **Exams Attached - Modify**

Announcement Details

Administration - Add / Update Exam - Windows Internet Explorer

WARNING: This is an existing exam and has been published. Any updates will be reflected to all applicants that have taken this exam. If creating a new exam from this existing one, please copy the exam first and then update the new exam.
 *** Read Only ***

Update Exam

This Exam may only be edited by an Administrator

Title: *

Type: *

Category: *

Short Description:

Instructions:

- This screen shows you the following details:
- **Title** – This is usually the class title and any other descriptors
- **Type** of exam (Traex, Checklist, etc.)
- **Category** – Identifies the number group it belongs to based on class code.
- **Short Description** – May identify specifics about the exam that show what is different from other exams.
- **Instructions** – This should be basic information about the exam such as which questions are minimum requirements, specialties, ranking items, etc.
- **Class No.** – Must have the class code so that the exam will show in the drop down on the announcement request.
- **Scores valid for** – This is the time in days that a passing score will be valid.
- **Min. Passing Score** - The score that must be obtained to pass. This is calculated based on the exam plan.
- **Eligible to retest in** – This was used for specialized testing that is no longer used.
- **Scheduled Exam** – This was used for specialized testing that is no longer used.
- **Impact Exam** - This was used for specialized testing that is no longer used.

Close Window

WARNING: This is an existing exam and has been published. Any updates will be reflected to all applicants that have taken this exam. If creating a new exam from this existing one, please copy the exam first and then update the new exam.
 *** Read Only ***

Edit Plan Preview Exam Grading Criteria

Update Exam	
This Exam may only be edited by an Administrator	
Title:	Financial Specialist- MQ only *
Type:	TRAEX *
Category:	04000 *
Short Description:	10 -06 MQ only
Instructions:	Exam instructions: These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP). You must meet one of the selections A-C in item #1 to be accepted.
Class No.:	04246 Class Notes
Scores valid for:	90 Days Eligible to retest in: 0 Days (For scheduled or Impact exams only, 0 = can retest anytime)
Min. Passing Score:	70
Scheduled Exam:	<input type="checkbox"/>
Impact Exam:	<input type="checkbox"/>
* Required	

WARNING: This is an existing exam and has been published. Any updates will be reflected to all applicants that have taken this exam. If creating a new exam from this existing one, please copy the exam first and then update the new exam.

Update Cancel Update Select Copy

There are three buttons at the top that will provide you with information about the exam to help in determining if it is appropriate for your recruitment.

Edit Plan:

- To look at the Exam Plan Click on the **Edit Plan** button, this includes the following information:
 - Questions** - This shows all of the questions associated with this exam
 - Points/Weight (%)** - This is the percentage of the question score that goes toward the final score.
 - Minimum Score** – This identifies the minimum score that needs to be obtained in order to pass the question.

Exam: Financial Specialist - MQ only				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				
Finance / General Professional				
1	For your application to be accepted, you must meet...	1 100.00%	70	Delete

Calculate Minimum Score (alt+c) Min Score:

*Note: The numbers above will not be updated until the update button is clicked.

Points are: 1

Weight of question 1 is 1 - 100.00%

Min score of question 1 is 70

Total minimum score for question 1 is: 70.00

Final Minimum score is 70

*NOTE: Use the Update button after calculating the minimum score if you want to save your work.

Preview Exam:

- To view the contents of the exam you will Click on the **Preview** button.

Exam: Financial Specialist - MQ only

Exam instructions: These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP).

You must meet one of the selections A-C in item #1 to be accepted.

1. For your application to be accepted, you must meet one of the following items A-C.

In the space below type the letter A-D that best represents your level of knowledge or experience.

AND

Attach your resume or detailed work history that clearly shows your specific accounting education/job duties and level of responsibility.

FOR EDUCATION: Identify your degree and accounting courses taken.

IF CLAIMING EXPERIENCE: Duties must have included responsibility for preparing and analyzing financial statements using Generally Accepted Accounting Principles (GAAP), work papers, budgets, tax and payroll records as well as providing input into the development of accounting systems. Work experience in bookkeeping and financial support activities will NOT be considered as qualifying experience or as experience applying Generally Accepted Accounting Principles (GAAP).

Typical background required:

These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP).

These positions use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.

The information you provide will be used to validate your selection.

Incomplete information may result in a score reduction or non-acceptance.

A) I have a current professional certification as a CPA;

B) I have a Bachelor's or higher degree THAT INCLUDES 20 semester hours, or equivalent college coursework, in Accounting;

OR

I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP), AND I have at least 12 semester credits in Accounting, to include Intermediate Accounting I and II.

C) I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP);

OR

I have an Associate degree in Accounting AND at least two years of professional work experience as an accountant, or equivalent.

D) I have no college coursework in Accounting and I have less than four years of professional accounting experience as an accountant or equivalent.

In the space below type the letter A-D that best represents your level of knowledge or experience and provide a detailed resume or narrative work history that clearly shows your specific accounting education/job duties and level of responsibility.

Exam Grading Criteria:

- To view the grading criteria that the SME (subject-matter-expert) will use in their review/scoring, Click on the **Exam Grading Criteria** to determine if they are complete and applicable.

Grading Criteria For Financial Specialist - MQ only

Print

Close

Question #1

For your application to be accepted, you must meet one of the following items A-C.

In the space below type the letter A-D that best represents your level of knowledge or experience.

AND

Attach your resume or detailed work history that clearly shows your specific accounting education/job duties and level of responsibility.

FOR EDUCATION: Identify your degree and accounting courses taken.

IF CLAIMING EXPERIENCE: Duties must have included responsibility for preparing and analyzing financial statements using Generally Accepted Accounting Principles (GAAP), work papers, budgets, tax and payroll records as well as providing input into the development of accounting systems. Work experience in bookkeeping and financial support activities will NOT be considered as qualifying experience or as experience applying Generally Accepted Accounting Principles (GAAP).

Typical background required:

These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP).

These positions use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.

The information you provide will be used to validate your selection.

Incomplete information may result in a score reduction or non-acceptance.

A) I have a current professional certification as a CPA;

B) I have a Bachelor's or higher degree THAT INCLUDES 20 semester hours, or equivalent college coursework, in Accounting;

OR

I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP), AND I have at least 12 semester credits in Accounting, to include Intermediate Accounting I and II.

C) I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP);

OR

I have an Associate degree in Accounting AND at least two years of professional work experience as an accountant, or equivalent.

D) I have no college coursework in Accounting and I have less than four years of professional accounting experience as an accountant or equivalent.

Grading Criteria:

Rater needs to review applicant response and determine what their rating should be. DO NOT ASSUME THEY SELECTED THE CORRECT LETTER TO DESCRIBE THEIR BACKGROUND.

A = 100

B = 85

C = 70

D = 0 fail

Grading

100 - A) I have a current professional certification as a CPA;

85 - B) I have a Bachelor's or higher degree THAT INCLUDES 20 semester hours, or equivalent college coursework, in Accounting;

OR

I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP), AND I have at least 12 semester credits in Accounting, to include Intermediate Accounting I and II.

70 - C) I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP);

OR

I have an Associate degree in Accounting AND at least two years of professional work experience as an accountant, or equivalent.

0 - D) I have no college coursework in Accounting and I have less than four years of professional accounting experience as an accountant or equivalent.

Attach the Exam: This information will help you determine what exam will work. Now you are ready to attach it to your announcement.

- In the **Qualifications Statements and Exams** section highlight the exam in the drop down list and then Click on the **Add Exam Selection** button

- The screen will refresh and show it as an attached exam.

Publish the Announcement – Now based on the exam you have chosen, you can modify your announcement to coincide with that exam. For this announcement we will remove the Desirable Qualifications and change the minimum score.

- To publish the announcement you must change the Status of the Opening from **Requested** to **Approved** from the drop down menu and then Click the **Update** button under the Command column.

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Approved	Update
Division of Financial Management		9999	Requested	Add

- After you update, the screen will refresh and the **Publish** button appears in the Announcement Details under the Publish Status section.

- Click the **Publish** button to have it appear on the DHR website.
- Note:** Always check the DHR website and verify that your announcement appears where it should and looks the way you intended. If it does not then go back into the announcement in

ATS, make the changes, click the Update button and then click the Publish button again. Check it on the DHR website again and make sure that the changes appear.

- Now you are ready to add your announcement to Idaho Works.

Adding a published announcement to Idaho Works - Go to the middle of the Announcement screen and you will see **Idaho Works Listing**. See **Idaho Works Instructions**

Created By 180 - Melody Rose	Created Date 11/26/2007 8:57:41 AM	Updated By 180 - Melody Rose	Updated Date 11/26/2007 11:32:26 AM
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Idaho Works Listing

Not Listed - -

Creating an Announcement from scratch.

- Sign on to ATS
- Click on **Announcements** on the menu bar.
- Click on **Create New Announcement**.

Idaho Division of Human Resources
Applicant Tracking System

Agency Services
Division of Financial Management

[My Agency Tasks](#) | [Users](#) | [Announcements](#) | [Sign Out](#) | [Main Menu](#)

[Create New Announcement](#)

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Requested Announcements (0)						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's
<p>Requested Approved Published Closed Search All</p>						

Approved Announcements (0)						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's
<p>Requested Approved Published Closed Search All</p>						

Published Announcements (11)						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's

- Search for the position as you did previously when creating an announcement from a previous one.

Idaho Division of Human Resources
Applicant Tracking System

Agency Services
 Division of Financial Management

[My Agency Tasks](#) [Users](#) [Announcements](#) [Sign Out](#) [Main Menu](#)

What Classification would you like to create an announcement for?

Search for Class

Enter all, or a portion, of Class Title or Class Code

- Once you have your list of previous announcements for the position you will Click on **Create A New One**.

Idaho Division of Human Resources
Applicant Tracking System

Agency Services
 Division of Financial Management

[My Agency Tasks](#) [Users](#) [Announcements](#) [Sign Out](#) [Main Menu](#)

Please Note: Results returned show announcements for all state agencies and all types of announcement status.

Add announcement to one of the following or [create a new one](#).

Announcements							Openings		
Announcement No	No Merge	Open Date Close Date	Full/Part Time	Perm/Temp	Shifts	Status	Agency Name	Location	Status
Financial Specialist 04246063129 Master List 30 apps / 0 HL's		O:11/16/2007 C:11/30/2007	Full Time	Permanent		Published	Department of Parks and Recreation	Boise	Approved
Financial Specialist 04246015334 Master List 50 apps / 1 HL's	X	O:11/9/2007 C:11/23/2007	Full Time	Permanent		Closed	Division of Veterans Services	Boise	Approved

- This will give you a basic almost blank announcement template. The announcement text defaults to the classification job description.

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	<input type="text"/>	9999	Requested	Added with Announcement

This announcement requires an opening

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 <input type="text"/>	Publish Status
Working Title <input type="text"/>	Full or Part Time* Full Time	Shifts/Period <input type="text"/>	Perm/Temp Permanent
Duration of Announcement <input type="text"/>	Proposed Opening Date* Nov 26 2007	Proposed Closing Date <input type="text"/>	<input type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246074077	Announcement Type Open Competitive	Announcement Status Requested	

Qualifications Statements and Exams

Announcement must be created before exams can be added.

Internet Category(s)

Category #1 <input type="text"/>	<input type="checkbox"/> Use Agency Logo		
Category #2 <input type="text"/>			
Created By -2395	Created Date	Updated By	Updated Date

Idaho Works Listing

Not Listed - -

[Instructions for pasting text into boxes below.](#)

Announcement Text
<p>B I U ABC -- Styles -- -- Format -- -- Font family -- -- Font size --</p> <p> HTML</p> <p>NATURE AND SCOPE</p> <p>Incumbents use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.</p> <p>Incumbents participate in or design, modify, and implement financial-related systems. Incumbents research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.</p> <p>Incumbents require computer skills to analyze, research, and maintain financial data and develop financial documents/reports.</p> <p>Incumbents may conduct meetings and interviews, and may testify in legal proceedings.</p> <p>MINIMUM QUALIFICATIONS</p> <p>Good knowledge of accounting principles and practices.</p> <p>Path:</p>

Notes / Misc.

<p>B I U ABC -- Styles -- -- Format -- -- Font family -- -- Font size --</p> <p> HTML</p> <p>Path:</p>

- Complete the sections marked with a red asterisk * by them.
 - **Agency Name**
 - **Location**
 - **PCN**
 - **Full or Part Time**
 - **Proposed Opening Date**

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Requested	Added with Announcement

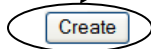
This announcement requires an opening

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38	Publish Status
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date	<input type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246074077	Announcement Type Open Competitive	Announcement Status Requested	

- Once those fields are complete then you can Click on the **Create** button in the middle of the form to actually create your announcement.

Internet Category(s)			
Category #1		<input type="checkbox"/> Use Agency Logo	
Category #2			
Created By -2395	Created Date	Updated By	Updated Date

Idaho Works Listing	
Not Listed -	Add Listing - View / Edit All



Instructions for pasting text into boxes below.	
Announcement Text	
<p>B <i>I</i> <u>U</u> ABC [List Icons] -- Styles -- -- Format -- -- Font family -- -- Font size --</p> <p>[Rich Text Editor Icons]</p>	
<p>NATURE AND SCOPE</p> <p>Incumbents use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.</p>	


- Now complete the information needed in the **Announcement Details**.

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status None Approved Does not Exist
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	
Qualifications Statements and Exams			
Exam Selection: Exams and Qualifications Statements tied to Class:			
<input type="text"/> Add Exam Selection <input type="button" value="Detail"/> Click to Add other exams		Exams Attached - Modify	
Internet Category(s)			
Category #1 Accounting, Finance, Auditing		<input checked="" type="checkbox"/> Use Agency Logo	
Category #2			
Created By 180 - Melody Rose	Created Date 11/26/2007 8:57:41 AM	Updated By	Updated Date

- **Pay Grade** – provide the salary information you want to show on the announcement. Make sure that it is within the Pay Grade listed.
- **Working Title** – Complete this if you have another title that you want included on your announcement.
- **Full or Part Time** – Choose the type of opening you are recruiting for from the drop down. These are set to default on the application of the applicant under Job Type/Shift.
- **Shifts/Period** – Choose from the drop down the employment condition of the position. Please explain the particulars about the position in relation to what has been chosen. Example – Night employment: The working hours are from 11:00 pm to 7:30 am.
- **Duration of Announcement** – Type in the length of time the announcement will be out as well as a contact name for reference. This will not appear on the announcement.
- **Proposed Opening Date** – The default date is the date that announcement is created. Modify this date to indicate when the announcement will be published. Always verify the opening date before publishing.
- **Proposed Closing Date** – This is the date that you want the announcement to close. If you leave the date blank it will state on the announcement “Open until further notice”.
- **Do Not Merge Applicants** – Check this box if you want this register to include only the names from this recruitment. If you do not check this box the names will merge with names from other recruitments that used the same exam.
- **Allow Periodic Testing** – Check this box if your announcement will be open for an extended period of time, or if your announcement has no specific close date, and you will be developing multiple hiring lists from the applicant pool. This will allow applicants to retake their exam to during the announcement time period to keep a valid score on the register.
- **Announcement Type** – Choose the type of announcement that you will be using:
 - **Open Competitive** – Everyone can apply
 - **Dept Promo** – Departmental promotional allows only permanent classified employees of that agency to be considered.
 - **Statewide Promo** – Statewide promotional allows only permanent classified employees from any agency to be considered.
- **Announcement Status** – Draft, Requested are the main ones that are used.
 - Draft is for an announcement that is in development.

- Requested is for when the announcement is ready to be finalized. This can be used by the agencies to assist with identifying where an announcement request is in the process. This is similar to how DHR knows that a non-delegated agency is ready for them to finalize their announcement.
- Approved may be used to indicate that the announcement has been reviewed and approved for publishing.
- **Exam Selection** – Attach exam section for a complete description.
- **Internet Category(s)** – For open competitive announcements you can have your announcement listed under two occupational categories (Accounting/Finance, General Professional, etc.) on the website. Department and statewide promotional announcements will only be posted under the Promotional Opportunities listings on the website.
- **Use Agency Logo** - If you have a logo for your agency in ATS, check this box if you want your logo posted on your announcement.

The main work that needs to be completed is the body or text of the announcement. As you can see all you have within the body is basic information from the job specification.

 <p style="text-align: center;">People Making A Difference!</p> <p style="text-align: center;">Idaho State Government</p> <p style="text-align: center;">APPLY ONLINE</p> <p style="text-align: center;">Click Here!</p> <p>Division of Financial Management</p> <p>700 W. State Street Boise, Idaho 83720</p> <p>WEBSITE: dfm.idaho.gov</p> <p>If you have questions, please contact us at: (208) 429-5533</p> <p>EMAIL:</p>	<h2 style="text-align: center;">Financial Specialist</h2> <p>Open for Recruitment: November 26, 2007 - Open until further notice Announcement # 04246074077 Salary Range: -Plus Competitive Benefits!</p> <p>Location(s):</p> <p>NATURE AND SCOPE</p> <p>Incumbents use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.</p> <p>Incumbents participate in or design, modify, and implement financial-related systems. Incumbents research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.</p> <p>Incumbents require computer skills to analyze, research, and maintain financial data and develop financial documents/reports.</p> <p>Incumbents may conduct meetings and interviews, and may testify in legal proceedings.</p> <p>MINIMUM QUALIFICATIONS</p> <p>Good knowledge of accounting principles and practices.</p>
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Completing the body of the announcement (Announcement Text)

This is your recruiting document and the section of the announcement that provides information (description and requirements of the position) to prospective applicants.

- Describes the job.
- Lists the minimum qualifications.
- Identifies other requirements, desirable qualifications, work locations, or any items that may be of interest to candidates.

- Describes the examination, how their score or ranking is determined and identify the minimum score needed to pass.
- Describe the application process and timelines if known.
- Include any details that may be of interest to applicants.

Note: There can be challenges when completing this section. Many times information is available from many sources such as Word documents, other announcements, email. When you copy and paste information from various sources into the announcement template you will encounter formatting issues.

To resolve this issue you must do the following:

- Highlight all the information that is in the Announcement Text. To do this, set your cursor on the highlighted text, click the right mouse button, from the menu box, click Copy.
- Open Notepad. From the menu Click Edit, Click Paste and this will copy the text into Notepad. This will strip all formatting from the text.
- Go back to the browser window for ATS and delete the text in the Announcement Text
- Update the announcement by clicking the Update button in the middle of the announcement form
- Return to Notepad and highlight the text in Notepad and choose Edit from the menu and click Copy.
- Then go to ATS and copy the text into the Announcement Text.
- Update the announcement by clicking on the Update button in the middle of the announcement form.

Now format the announcement in ATS by using the formatting tools available in the Announcement Text section.



Format the announcement using the Design guidelines as previously mentioned.

NOTE: It is much easier to copy an existing announcement and modify it to fit your needs. Even if you copy a previous announcement and then try to add information by copying and pasting from other sources you will encounter many of the formatting issues described above. Therefore you will want to follow the same steps for stripping the formatting and then use the tools to format the text.

Now complete the rest of the process as previously described.