

Accounting Technician

Essential Task Rating Results

1	Knowledge of internal control procedures to protect and safeguard departmental assets and resources.
2	Knowledge of the principles and practices of financial record keeping used in the performance of accounting functions.
3	Ability to apply accounting principles and procedures to work assignments to ensure assignments are completed.
4	Knowledge of debits and credits of accounts to ensure correct payments and receipts are recorded.
5	Ability to work independently in order to successfully meet the mission and goals of the department.
6	Ability to prioritize and work on multiple tasks simultaneously to ensure timely completion of projects and other work activities.
7	Ability to conduct basic research using databases, files, reference manuals, and other sources to perform accounting functions.
8	Ability to keep work area organized to facilitate the completion of job assignments in a timely manner.
9	Ability to develop detailed and specific procedures and processes which outline the steps for completing departmental tasks.
10	Ability to use and operate a variety of basic office equipment (e.g., copier, 10-key, calculator, telephone, fax machine, scanner) in the course of completing assigned work.
11	Ability to use a variety of computer software applications to input data, access information, and/or create materials and documents.
12	Ability to use database software to input, organize, track, and retrieve data.
13	Ability to use spreadsheet software to compile, compute, and organize data for use in reports and other tracking activities.
14	Ability to use word processing software to prepare reports, correspondences, and other job-related documents and materials.
15	Ability to use software and applications to communicate with various audiences regarding matters related to various project and program issues.
16	Ability to use the internet to conduct research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
17	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
18	Ability to communicate in writing clearly and concisely to audiences with varying levels of understanding.
19	Ability to apply relevant instructions, procedures, and guidelines to work assignments.
20	Ability to identify and locate information and/or resources necessary to complete work assignments and/or answer specific inquiries.

21	Ability to identify data discrepancies pertaining to work assignments to ensure accurate accounting records.
22	Ability to review, edit, and evaluate source documents for accuracy and completeness to produce quality products.
23	Ability to analyze data and draw logical conclusions to accurately process, provide, and implement accounting information.
24	Ability to navigate through various database systems to complete accounting assignments.
25	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
26	Ability to extract specific, relevant data, and information from a larger body of material to analyze information.
27	Ability to use critical thinking strategies when reviewing data and preparing presentations.
28	Ability to perform basic mathematical calculations such as addition, subtraction, multiplication, and division in completion of accounting assignments.
29	Ability to integrate multiple facts, statistics, and/or mathematical values when solving mathematical equations for the completion of accounting assignments.
30	Ability to maintain confidentiality of information in accordance with departmental policies.
31	Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders, ensuring the completion of projects within timelines.
32	Ability to understand oral instructions containing complex and technical information to complete work assignments.
33	Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other departmental staff, outside agency personnel, and/or the public.
34	Ability to present ideas and information effectively to various entities in order to communicate and meet operational needs.