

Accounting Administrator II

Knowledge, Skills, Abilities, and Personal Characteristics Statements

1	Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) to ensure the financial integrity of the agency.
2	Ability to prepare Generally Accepted Accounting Principles (GAAP) adjustments to produce annual comprehensive financial statements (Comprehensive Annual Financial Report (CAFR).
3	Knowledge of accounting principles and procedures to ensure integrity and compliance with control agencies' reporting requirements.
4	Knowledge of governmental accounting, budgeting processes and procedures with respect to appropriations and authorities to ensure integrity and compliance with control agencies' reporting requirements.
5	Knowledge of the Department of Finance's uniform accounting system and related procedures, laws, rules, and regulations to ensure uniformity in the reporting system.
6	Knowledge of the accounting cycle pertaining to budgeting, accounting, reporting, and auditing to ensure proper separation of duties, workflow, and recording of all accounting transactions.
7	Knowledge of the functions of various control agencies to ensure coordination of financial activities and proper interpretation of rules and regulations.
8	Knowledge of the regulations listed in State Administrative Manual (SAM) pertaining to accounting.
9	Knowledge of the regulations listed in Uniform Codes Manual (UCM) pertaining to accounting.
10	Knowledge of the relationship between budgeting and accounting to ensure coordination of financial activities.
11	Ability to apply accounting principles and procedures to work assignments to meet the legal requirements of interpreting financial rules and regulations.
12	Ability to prepare reconciliations to ensure accurate data.
13	Ability to identify reconciling items to correct discrepancies.
14	Ability to audit financial information to verify accuracy.
15	Ability to make sound decisions and recommendations in regards to accounting problems and budgetary control.
16	Ability to apply statute of limitations in regards to recordkeeping, collectability of receivables, and appropriations.
17	Ability to research accounting information using electronic and manual filing systems and the internet, to remain on task with accounting assignments.

18	Knowledge of legislation, statutes, government codes, and regulations relating to accounting principles.
19	Knowledge of basic computer applications such as word processing, spreadsheet and database software.
20	Ability to maintain accounting records using electronic filing systems.
21	Ability to develop original templates and forms using spreadsheet and word processing software.
22	Ability to use electronic mail and calendaring software (e.g., Microsoft Outlook) for correspondence and scheduling purposes.
23	Ability to use technology (e.g., printers, scanners, personal computer [PC], tablets, laptops, smartphones) to create documents, conduct research, and communicate appropriately with others.
24	Ability to use processing software (e.g., Microsoft Word, Excel, PowerPoint) to prepare correspondence and other documents.
25	Ability to communicate orally regarding financial and accounting information to groups of varying levels of understanding.
26	Ability to interpret and explain fiscal policies, procedures, rules, and/or regulations to employees, stakeholders, and the public.
27	Ability to make oral presentations to management and other staff members to communicate financial and accounting information.
28	Ability to develop and maintain cooperative professional relationships with stakeholders to accomplish collaborative goals.
29	Ability to provide formal or informal training to staff relating to the tasks of the position.
30	Ability to maintain a professional demeanor when representing the department/agency to maintain a positive image of the department.
31	Ability to maintain confidentiality with sensitive information and issues relating to financial and accounting matters.
32	Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.
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 interact with and relate effectively to the public, staff, clients, and various audiences to maintain positive and productive relationships.
35	Ability to listen to others to facilitate an open exchange of ideas that provide for effective two-way communication.
36	Ability to proofread and edit written materials (e.g., memoranda, letters, reports, procedures, preliminary orders) to ensure that prepared materials accurately and clearly present information.
37	Ability to read and comprehend technical documents such as policies, procedures, standards, regulations, technical reports, statutes and contracts.

38	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
39	Ability to communicate information clearly and concisely in writing to audiences with varying levels of understanding.
40	Ability to write memos, reports, policies, and procedures using proper grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
41	Ability to independently write non-technical documents (e.g., letters, memoranda) to communicate with other departmental staff, agencies, or the general public using correct grammar, spelling, and syntax.
42	Ability to extract relevant facts and information from written documents in order to perform effective project planning, solve problems, or summarize information as required to complete assigned job tasks.
43	Ability to create clear and accurate written instructions and directions for individuals with various levels of technical expertise to ensure information is clearly understood.
44	Knowledge of algebraic principles to find missing values and make calculations.
45	Ability to perform basic computations such as addition, subtraction, multiplication, and division.
46	Ability to calculate percentages, fractions, and averages to perform work tasks and analyze information.
47	Ability to interpret graphical data to extract or identify key points or issues presented.
48	Ability to interpret quantitative or statistical data to extract key information and make valid inferences.
49	Ability to analyze numerical and accounting data and draw sound conclusions to make recommendations which best benefit the organization.
50	Ability to read written documents of varying complexity, including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or analytical reports, to extract relevant information in the performance of work tasks.
51	Ability to extract relevant facts and information from written documents in order to perform project planning, create flowcharts, solve problems, or summarize information as required to complete assigned job tasks.
52	Ability to conduct research to assist in auditing processes, resolution of errors, etc.
53	Ability to identify appropriate financial and accounting resources for answering inquiries.
54	Ability to analyze situations and adopt an effective course of action to make decisions or recommendations.
55	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.

56	Ability to be flexible to changes in priorities and assignments which may impact pre-established timelines and courses of action for completing tasks.
57	Ability to prioritize assignments in order of importance to effectively meet deadlines without sacrificing the quality of work.
58	Ability to manage a workload consisting of multiple projects and assignments to meet various deadlines.
59	Ability to complete work under critical timelines to meet project objectives and deadlines for the most complex and difficult accounting matters.
60	Ability to develop and prioritize short-range and long-range plans and schedules that support the department's vision, mission, goals and objectives.
61	Ability to work independently to complete projects or assignments with limited supervision.
62	Ability to work as a member of a team to complete projects in a timely manner.
63	Ability to identify situations where available information, resources, or capabilities are insufficient to complete work tasks and seek assistance as needed.
64	Ability to act independently in fulfilling the position's responsibilities.
65	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
66	Ability to handle sensitive issues in a tactful and professional manner to successfully complete work assignments.
67	Ability to analyze situations accurately to take appropriate action on complex or technical topics and issues.
68	Knowledge of conflict resolution techniques to address conflicts or issues that may arise among or between internal and/or external stakeholders.
69	Knowledge of the manager's role in the Progressive Discipline Process and ability to take appropriate action.
70	Ability to create and maintain a cooperative working environment to create a positive workplace.
71	Ability to mentor staff to develop skills and knowledge in specialized areas of expertise to advance the objectives of the department/State.
72	Ability to review the work of staff and provide constructive feedback from the perspective of a mentor.
73	Knowledge of leadership principles and methods to mentor colleagues in accomplishing program objectives.
74	Ability to listen to others to facilitate an open exchange of ideas and provide for effective communication.
75	Ability to identify and prioritize critical issues or assignments in order of importance to effectively meet deadlines and allocate resources.
76	Knowledge of a manager's role in the Equal Employment Opportunity Program and the processes available to meet department directives.

77	Knowledge of a manager's role in employee programs such as Employee Assistance Program and Family Medical Leave Act.
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