

## Accountant Trainee

### *Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results*

1	General knowledge of accounting principles and theories to effectively perform accounting functions.
2	Basic knowledge of governmental accounting and budgeting processes to apply accounting principles and procedures to a governmental entity.
3	General knowledge of the state accounting processes in adherence to the Uniform Codes Manual, State Administrative Manual (SAM) and California Government Code.
4	General knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting principles and theories.
5	Ability to apply accounting principles and theories to accurately perform accounting functions.
6	Knowledge of internal control procedures to protect and safeguard departmental assets and resources.
7	Ability to work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities.
8	Ability to work independently in order to successfully meet the mission and goals of the department.
9	Ability to prioritize and schedule the work to be completed by a work team or project task force.
10	Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact pre-established timelines for completing assignments.
11	Ability to keep work area organized to complete job assignments in a timely manner.
12	Ability to use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
13	Ability to use electronic mail software and applications to communicate with various audiences on matters related to various project and program issues.
14	Ability to use database software to input, organize, track, and retrieve data.
15	Ability to use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.
16	Ability to use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.

17	Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
18	Ability to use and operate a variety of basic office equipment (including copiers, calculators, telephones, fax machines, scanners) in the course of completing assigned work tasks.
19	Ability to operate a 10-key to enter data and perform calculations.
20	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
21	Ability to communicate in writing clearly and concisely to audiences with varying levels of understanding.
22	Ability to review and edit written materials for proper content, format, grammar, punctuation, and sentence structure.
23	Ability to analyze data and situations accurately in order to determine and implement appropriate courses of action.
24	Ability to identify and resolve accounting issues.
25	Ability to identify and locate information necessary to complete work assignments.
26	Ability to apply relevant instructions, procedures and guidelines to complete work.
27	Ability to analyze and accurately process accounting data and draw sound conclusions.
28	Ability to review, edit and evaluate source documents for accuracy and completeness to produce quality products.
29	Ability to apply critical thinking strategies to review data and present ideas and information.
30	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
31	Ability to extract specific, relevant data and information from a larger body of material.
32	Ability to reconcile discrepancies in data and information pertaining to program/project activities.
33	Ability to read and comprehend technical documents to apply information to work activities.
34	Ability to perform basic mathematical calculations such as addition, subtraction, multiplication, and division.
35	Ability to integrate multiple facts, statistics, and/or mathematical values when solving mathematical equations.
36	Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
37	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.

38	Ability to understand oral instructions containing complex and technical information.
39	Ability to maintain confidentiality of information.