

Accountant I (Specialist)

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

1.	Basic knowledge of principles and practices of financial record keeping conducting audits and performing accounting functions.
2.	Knowledge of accounting principles (e.g., Generally Accepted Accounting Principles) to ensure accuracy of financial statements and implement adequate internal controls to safeguard departmental assets.
3.	Ability to apply accounting principles and procedures to work assignments.
4.	Ability to analyze data and draw logical conclusions to accurately process, provide, and implement accounting information.
5.	Ability to audit accounting information and verify its accuracy.
6.	Ability to use accounting database and spreadsheet software to input, organize, track, and retrieve data.
7.	Knowledge of computer software programs (e.g., Outlook, Excel, Power Point, Word) to facilitate accounting operations.
8.	Knowledge of internal control procedures to protect and safeguard departmental assets and resources.
9.	Knowledge of the accounting cycle pertaining to budgeting, accounting, reporting, and auditing.
10.	Knowledge of debits and credits of accounts to ensure correct payments and receipts are recorded.
11.	Ability to maintain confidentiality with sensitive information and issues relating to the department's direction, policies, changes, and personnel.
12.	Ability to conduct basic research using databases, files, reference manuals, and other sources to perform accounting functions.
13.	Ability to navigate through various database systems to complete accounting assignments.
14.	Ability to identify appropriate resources for answering specific inquiries.
15.	Ability to analyze situations accurately and adopt an effective course of action.
16.	Ability to solve accounting problems related to work assignments.
17.	Ability to perform basic mathematical computations using addition, subtraction, multiplication, division, percentages, and averages to solve problems.
18.	Knowledge of electronic and manual filing systems to track accounting information.
19.	Ability to develop objectives and performance measures to meet strategic performance goals.
20.	Ability to interpret and explain policies, procedures, rules and/or regulations to employees and the public to provide information.
21.	Basic knowledge of the regulations listed in the State Administrative Manual (SAM) pertaining to accounting to perform accounting duties.
22.	Knowledge of statute of limitations as it pertains to accounting activities.
23.	Ability to maintain compliance with various regulatory and policy manuals.

24.	Knowledge of the State of California's Uniforms Code Manual for government resource codes.
25.	Basic knowledge of business law such as contract laws, purchase orders, and service contracts.
26.	Knowledge of the functions of the various control agencies within the State of California.
27.	Ability to write clear and concise documents such as letters, memos or other correspondence in order to communicate with other departmental staff, other state agencies, or the general public using correct grammar, spelling, and syntax.
28.	Knowledge of principles and processes for providing customer and personal services, including customer needs, assessment, meeting quality standards for services, and evaluation of customer satisfaction.
29.	Ability to use tact and diplomacy to establish and maintain cooperative relationships when dealing with the needs, problems, and/or concerns of employees, the public, and/or outside agencies.
30.	Ability to work on multiple tasks simultaneously to ensure timely completion of projects and other work activities.
31.	Ability to work independently in order to successfully meet the mission and goals of the department.
32.	Ability to prioritize and schedule the work to be completed by a work team or project task force.
33.	Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact pre-established timelines for completing assignments.
34.	Ability to develop a system of organization for filing, tracking, and maintaining records.
35.	Ability to work as part of a team to accomplish common goals.