

Accounting Administrator I (Specialist)

Knowledge, Skills, Abilities, and Personal Characteristics Statements

1	Ability to apply accounting principles and procedures to work assignments and to meet the legal requirements of interpreting financial rules and regulations.
2	Ability to prepare reconciliations and make appropriate corrections and adjustments to prevent discrepancies.
3	Knowledge of accounting principles and procedures to ensure integrity and compliance with reporting requirements of control agencies.
4	Knowledge of Generally Accepted Accounting Principles (GAAP) to ensure the financial health of the agency.
5	Knowledge of governmental accounting and budgeting processes and procedures (e.g., appropriations, authorities) to ensure integrity and compliance with reporting requirements of control agencies.
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 relationship between the budgeting office and the accounting office to ensure coordination of financial activities.
9	Knowledge of the uniform accounting system, financial organization, procedures of the State of California and related laws, rules, and regulations to ensure uniformity in the reporting system.
10	Ability to create and maintain a cooperative working environment to create a positive and collaborative workplace.
11	Ability to mentor staff to develop skills and knowledge in specialized areas of expertise to advance the objectives of the department/State.
12	Ability to provide formal or informal training to staff relating to the tasks of the position.
13	Ability to review the work of staff and provide constructive feedback from a perspective of a mentor.
14	Ability to work in a lead capacity for assignments requiring coordination with other staff and organizations.
15	Knowledge of leadership principles and methods to mentor staff and colleagues in accomplishing program objectives.
16	Ability to analyze a variety of financial documents to determine compliance with fiscal policies and procedures.
17	Ability to analyze data and draw sound conclusions to provide solutions to accounting issues.

18	Ability to identify appropriate financial and accounting resources for answering inquiries.
19	Ability to maintain confidentiality with sensitive information and issues relating to financial and accounting matters.
20	Ability to make sound decisions and recommendations in regard to the professional accounting problems to maintain control of a departmental budget.
21	Knowledge of current state accounting practices for State, federal and special funds to ensure compliance.
22	Knowledge of legislation, statutes, government codes, and regulations relating to accounting principles.
23	Knowledge of principles of business management, including office methods and procedures.
24	Knowledge of the procedural requirements for requesting, gathering, and collecting financial information from control agencies and other departments.
25	Knowledge of the provisions for documenting and requesting financial information to ensure compliance with existing rules and regulations.
26	Knowledge of the regulations listed in the State Administrative Manual (SAM) pertaining to accounting.
27	Ability to analyze situations accurately and adopt an effective course of action to make decisions or recommendations.
28	Ability to establish and maintain cooperative relations with those contacted in the workplace (e.g., with governmental agencies, staff, management, public).
29	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
30	Ability to handle sensitive issues in a tactful and professional manner to successfully complete work assignments.
31	Ability to maintain a professional demeanor when representing the department/agency.
32	Knowledge of conflict resolution techniques to address conflicts or issues that may arise among or between internal and/or external stakeholders.
33	Ability to communicate financial and accounting information clearly and concisely to audiences of varying levels of understanding.
34	Ability to create clear and accurate written instructions and directions for individuals with various levels of technical expertise.
35	Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourage active participation.
36	Ability to interact with and relate with different audiences (e.g., public, staff, clients) to maintain positive and productive working relationships.
37	Ability to interpret and explain fiscal policies, procedures, rules, and/or regulations to stakeholders (staff, management, other state agencies).

38	Ability to make oral presentations to management and other staff members to communicate financial and accounting information.
39	Ability to prepare clear, complete, and concise reports (e.g., audit findings, account ledgers).
40	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.
41	Ability to read and comprehend various technical documents (e.g., policy manuals and guides, legislative mandates, analytical reports, procedures, standards, regulations, technical reports, contracts) to extract relevant information .
42	Ability to speak and write effectively to share relevant and concise information to stakeholders.
43	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.
44	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.
45	Ability to analyze numerical and accounting data to present findings and make recommendations for decision makers.
46	Ability to calculate percentages, fractions, and averages to perform work tasks and analyze information.
47	Ability to analyze graphical data to identify key points or issues presented.
48	Ability to perform basic computations such as addition, subtraction, multiplication, and division.
49	Ability to use processing software (e.g., Microsoft Word, Excel, PowerPoint, Access) to prepare correspondence and other documents.
50	Ability to use technology (e.g., printers, scanners, personal computer [PC], tablets, laptops, smartphones) to create documents, conduct research, and communicate appropriately with others.
51	Ability to use electronic mail and calendaring software (e.g., Microsoft Outlook, Lotus Notes) for correspondence and scheduling purposes.
52	Ability to be flexible to changes in priorities and assignments which may impact pre-established timelines and courses of action for completing tasks.
53	Ability to complete work under critical timelines to meet project objectives and deadlines for the most complex and difficult accounting matters.
54	Ability to develop and prioritize short and long term plans that support the department's goals and objectives.
55	Ability to manage a workload consisting of multiple projects and assignments.
56	Ability to plan, organize, and direct the work of others to meet project objectives and deadlines.

57	Ability to prioritize assignments in order of importance to effectively meet deadlines without sacrificing the quality of work.
58	Ability to work independently on projects or assignments with limited supervision to fulfill position's responsibilities.
59	Knowledge of planning, organizing, and directing the work of others.
60	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.