

CalHR Test Item/KSAPC Linkage Sheet

Accounting Technician

Exam Section #1

Accounting Principles			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Knowledge of the principles and practices of financial record keeping used in the performance of accounting functions.	1.	
2.	Ability to apply accounting principles and procedures to work assignments to ensure assignments are completed.	2.	
3.	Knowledge of internal control procedures to protect and safeguard departmental assets and resources.	3.	
4.	Knowledge of debits and credits of accounts to ensure correct payments and receipts are recorded.	4.	

Exam Section #2

Quantitative and Research Analysis			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Compute payments and/or refunds (e.g., interests, taxes, penalties) owed in order to ensure compliance with reporting and/or other requirements.	1.	
2.	Perform mathematical computations using basic math (e.g., addition, subtraction, multiplication, division) in order to reconcile/verify account balances.	2.	
3.	Analyze and evaluate numerical and financial data to compile and keep financial records.	3.	
4.	Review numerical data within original documents to ensure accuracy.	4.	
5.	Analyze and review source documents to determine appropriate action for accounting transactions.	5.	
6.	Research accounting inquiries and take appropriate action to correct and/or resolve issues.	6.	

Quantitative and Research Analysis			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
7.	Research and analyze accounts to provide information to vendors, departmental units, and other agencies using accounting systems in accordance with departmental procedures.	7.	
8.	Research accounting history in database systems to assist program staff and claimants with answering specific questions and resolving accounting discrepancies.	8.	

Exam Section #3

Account Accuracy			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Analyze documents to ensure accurate postings to the proper accounts (e.g., CalSTARS, payment history accounts, refunds, claims).	1.	
2.	Analyze accounting records (e.g., status reports, payment history reports) to assess accuracy, completeness, and conformance to reporting and procedural standards.	2.	
3.	Review error reports using department accounting systems in order to make corrections.	3.	
4.	Audit invoices for completeness and accuracy to ensure charges are legitimate and properly authorized prior to inputting data in accounting systems in accordance with California Prompt Payment Act, the State Administrative Manual (SAM), county and/or federal guidelines.	4.	
5.	Analyze and evaluate numerical and financial data to compile and maintain financial records.	5.	