

Accounting Officer (Specialist)
Accounting Officer (Supervisor)

**Knowledge, Skills, Abilities, and Personal Characteristics
Statements**

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| 1 | Knowledge of Generally Accepted Accounting Principles (GAAP). |
| 2 | Knowledge of governmental accounting and budgeting. |
| 3 | Knowledge of accounting principles and procedures. |
| 4 | Knowledge of governmental budgeting practices with respect to appropriations and authorities. |
| 5 | Knowledge of the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations. |
| 6 | Knowledge of principles of public finance (e.g., general obligation bonds, securities). |
| 7 | Knowledge of the accounting cycle pertaining to budgeting, accounting, reporting, and auditing. |
| 8 | Knowledge of the functions of various control agencies. |
| 9 | Knowledge of the provisions for documenting and requesting financial information. |
| 10 | Knowledge of the regulations listed in State Administrative Manual (SAM) pertaining to accounting. |
| 11 | Knowledge of the relationship between the budgeting office and the accounting office to understand the impact across both divisions. |
| 12 | Knowledge of the principles of business management. |
| 13 | Ability to apply accounting principles and procedures to work assignments. |
| 14 | Ability to conduct reconciliations and make appropriate recommendations according to findings. |
| 15 | Ability to audit financial information and verify accuracy. |
| 16 | Ability to make sound decisions and recommendations in regard to professional accounting problems in maintaining budget control. |
| 17 | Ability to interpret and explain policies, procedures, rules, and/or regulations to employees and the public. |
| 18 | Ability to apply statute of limitations in regards to recordkeeping, collectability of receivables, and appropriations. |
| 19 | Ability to track accounting information using electronic and manual filing systems to remain on track with accounting assignments. |
| 20 | Knowledge of the Annual Budget Act and special legislation to reconcile appropriations. |
| 21 | Knowledge of business law to remain apprised of legal issues relating to accounting assignments. |

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| 22 | Knowledge of legislation, statutes, government codes, and regulations relating to accounting principles. |
| 23 | Knowledge of the procedural requirements for requesting, gathering, and collecting financial information from control agencies and other departments. |
| 24 | Ability to determine program compliance with laws, rules, and regulations. |
| 25 | Knowledge of basic computer applications such as word processing, spreadsheet and database software. |
| 26 | Ability to maintain accounting records using electronic filing systems. |
| 27 | Ability to develop original templates and forms using spreadsheet and word processing software. |
| 28 | Skill to type using a standard QWERTY keyboard. |
| 29 | Skill to use a 10-key number pad. |
| 30 | Ability to communicate orally to groups of varying levels of understanding. |
| 31 | Ability to make oral presentations to management and other staff members. |
| 32 | Ability to establish and maintain cooperative interpersonal relationships. |
| 33 | Ability to provide formal or informal training to staff relating to the tasks of the position. |
| 34 | Ability to maintain a professional demeanor when representing the department/agency. |
| 35 | Ability to maintain confidentiality with sensitive information and issues relating to direction, policies, changes, and/or personnel. |
| 36 | Ability to document records and findings in accordance with provided regulations and procedures. |
| 37 | Ability to write simple documents such as letters, memoranda, or other correspondence in order to communicate with other departmental staff, State agencies, or the general public using correct grammar, spelling, and syntax. |
| 38 | Ability to write complex documents such as reports, project summaries, procedures, analyses of proposed legislation, or summaries of statistical analyses using correct grammar, spelling, and syntax to comply with legislative mandates, complete assigned work, and ensure the department/agency meets goals or fulfills the mission. |
| 39 | Knowledge of algebraic principles to find missing values and make calculations for providing technical expertise. |
| 40 | Ability to perform basic computations such as addition, subtraction, multiplication, and division. |
| 41 | Ability to calculate percentages and averages. |
| 42 | Ability to interpret graphical data to extract or identify key points or issues presented. |
| 43 | Ability to interpret quantitative or statistical data to extract key information and make valid inferences. |

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| 44 | Ability to analyze numerical and accounting data and draw sound conclusions to make recommendations which best benefit the organization. |
| 45 | Ability to read written documents of varying complexity including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or analytical reports. |
| 46 | Ability to conduct research to assist in auditing processes. |
| 47 | Ability to identify appropriate resources for answering inquiries. |
| 48 | Ability to synthesize information from various sources to identify trends, patterns, and/or relationships. |
| 49 | Ability to extract relevant facts and information from written documents in order to perform project planning, solve problems, or summarize information as required to complete assigned job tasks. |
| 50 | Ability to analyze situations, solve complex problems, and adopt an effective course of action to make decisions or recommendations. |
| 51 | Ability to manage workload independently and with minimal supervision. |
| 52 | Ability to apply project management principles to work assignments (e.g., develop work scope, gather information, organize alternatives, make recommendations, provide feedback, implement project plans). |
| 53 | Ability to prioritize work assignments appropriately. |
| 54 | Ability to develop desk policies and procedures to provide guidance for carrying out work assignments. |
| 55 | Ability to develop a system of organization for filing, tracking, and maintaining records. |
| 56 | Knowledge of the principles and techniques of personnel management and supervision. |
| 57 | Knowledge of State interview procedures to conduct hiring interviews with candidates to meet departmental staffing needs. |
| 58 | Knowledge of conflict resolution techniques to address conflicts amongst staff. |
| 59 | Knowledge of team-building principles and techniques to promote a positive, cooperative, and professional work environment. |
| 60 | Knowledge of other departmental unit, branch, division, and program services to identify opportunities for collaboration and cooperation with other entities. |
| 61 | Knowledge of methods of recognizing the efforts and accomplishments of staff to identify and reward employee achievements. |
| 62 | Knowledge of the steps of progressive discipline to determine when disciplinary action is warranted and to recommend or apply appropriate action. |
| 63 | Knowledge of training techniques (e.g., on the job, classroom, coaching) to educate staff on topics relating to job tasks to improve performance and productivity. |
| 64 | Knowledge of available resources (e.g., Employee Assistance Program [EAP]) to address and improve employee performance issues. |

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| 65 | Knowledge of personnel procedures to ensure that personnel actions are in compliance with departmental procedures and policies as well as State laws and regulations as enforced by the California Department of Human Resources (CalHR) and the State Personnel Board (SPB). |
| 66 | Knowledge of current management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight are effective. |
| 67 | Knowledge of strategic planning principles and concepts in order to participate in strategic planning sessions. |
| 68 | Knowledge of supervisory principles, practices, and techniques to oversee the work activities of employees and ensure the unit/branch operates effectively and complies with all applicable laws. |
| 69 | Knowledge of Equal Employment Opportunity (EEO) regulations and the processes available to meet equal employment opportunity objectives. |
| 70 | Knowledge of the requirements of the Americans with Disabilities Act (ADA) and available measures to ensure compliance. |
| 71 | Ability to plan, organize, and direct the work of others. |
| 72 | Ability to determine resource needs to identify and propose positions and/or equipment necessary. |
| 73 | Ability to provide leadership in accomplishing basic functions and objectives in assigned programs. |
| 74 | Ability to foster respect for cultural, race, and gender diversity, as well as their individual differences amongst staff members. |
| 75 | Ability to inspire confidence and effective working relationships with employees, managers, and leaders in government and industry to ensure the unit, operations, and activities run smoothly. |
| 76 | Ability to monitor, track, and document employee performance using employee performance evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality, quantity, and timeliness standards. |
| 77 | Ability to coach and mentor staff to develop skills, improve performance, and promote career development. |
| 78 | Ability to assign and delegate work to subordinate employees based on workload and experience to ensure efficient operation. |
| 79 | Ability to establish priorities and manage staff and resources to maximize productivity and effectiveness. |
| 80 | Ability to perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws. |
| 81 | Ability to establish goals and objectives to ensure clarity and direction for the unit/branch. |
| 82 | Ability to introduce changes in a positive manner to ensure efficiency. |
| 83 | Ability to perform (long-term and short-term) planning of program activities to ensure goals and objectives are achieved. |
| 84 | Ability to lead by positive example in managing employees. |

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| 85 | Ability to maintain high ethical standards in completing all assignments and projects. |
| 86 | Ability to interpret and apply provisions of applicable collective bargaining agreements when supervising represented employees. |