

EDITED KSAPC LISTING

CLASSIFICATION: ACCOUNTANT I (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) to ensure financial record keeping and perform daily accounting functions.
K2.	Basic knowledge of State Administrative Manual (SAM), Financial Information Memos (FIM), Departmental Operations Manual (DOM), California State Accounting Records System (CALSTARS) in order to ensure compliance with rules and regulations.
K3.	Comprehensive knowledge of office methods in order to communicate with departmental staff, vendors and other state agencies.
K4.	Comprehensive knowledge of office procedures to ensure compliance with state rules and regulations.
K5.	Comprehensive knowledge of office equipment to make calculations, enter data and create reports using computer software such as Excel and Microsoft Word.
K6.	Basic knowledge of the department's EEO objectives to ensure fair and equitable division of duties and equal treatment in compliance with departmental policies.

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Ability to:	
A1.	Ability to train others in the performance of financial record keeping and general clerical work to ensure compliance with rules/regulations.
A2.	Ability to communicate effectively with vendors, departmental staff, the public and outside agencies to resolve problems and gather or share information.
A3.	Ability to analyze data to conduct reviews and audits, discover/resolve problems and make necessary adjustments.
A4.	Ability to prepare correspondence to effectively document and communicate decisions, information, and recommendations.
A5.	Ability to comply with the departments' EEO objectives in order to ensure fair and equitable division of duties and equal treatment.
A6.	Ability to apply policy and procedures using SAM, FIM, DOM and CALSTARS to ensure compliance with state regulations and perform daily accounting functions such as auditing staff work and reconciling reports.
A7.	Ability to use computer software such as Excel in order to create spreadsheets and maintain accurate records.
A8.	Ability to perform 10-key calculations by touch in order to verify invoice amount and account balances.

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<i>Personal Characteristics:</i>	
PC1.	Honesty while maintaining accounts and balancing records.
PC2.	Maintain integrity with the use of state time and resources.
PC3.	Tact to build and maintain effective working relationships with others.
PC4.	Take responsibility/initiative to discover and resolve problems and take appropriate actions.
PC5.	Dependability to complete assigned work.