

EDITED KSAPC LISTING

CLASSIFICATION: ACCOUNTING ADMINISTRATOR III

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of Accounting principles and procedures (i.e., Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, Government Accounting Standards Board, Financial Accounting Standards Board and other related publications), to ensure compliance as it relates to a very large and complex governmental accounting organization.
K2.	Advanced knowledge of the accounting process and the interaction between governmental accounting/budgeting to ensure fiscal accountability.
K3.	Advanced knowledge of the uniform accounting system, procedures, laws, rules, and regulations of the State of California to ensure compliance as related to a very large and complex governmental accounting organization.
K4.	Advanced knowledge of sound business management practices, including hiring, training, communication, and personal interaction to ensure compliance with policy and procedures.
K5.	Advanced knowledge of the functions of the Control Agencies and their inter-relationship with the department's financial organization to effectively provide guidance to various stake holders.
K6.	Comprehensive knowledge of Business Law principles as it relates to a governmental entity to effectively provide guidance.
K7.	Advanced knowledge of principles and techniques of personnel management and supervision to provide effective leadership within the organization.
K8.	Advanced knowledge of techniques for planning, organizing and directing the work of others to efficiently accomplish the goals and objectives of Accounting Services.
K9.	Advanced knowledge of the Department's Equal Employment Opportunity (EEO) objectives as related to Accounting Services to provide a positive working environment.
K10.	Advanced understanding of a manager's role in the Equal Employment Opportunity program and the process available to meet the Equal Employment Opportunity objectives
K11.	Comprehensive knowledge of safety policies and regulations to provide a safe work environment within Accounting Services.
K12.	Advanced knowledge of internal and external fiscal audit methodologies, internal control structures, and fiscal accountability to ensure compliance with policy and procedures and rules and regulations.
K13.	Basic knowledge of methods and techniques of automated accounting systems, including use of applicable software packages and equipment to effectively communicate with external stake holders.

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KSAPC Statements	
Ability to:	
A1.	Ability to apply accounting principles and procedures to provide effective leadership.
A2.	Ability to analyze data and draw sound conclusions to provide recommendation to executive management and other stake holders.
A3.	Ability to analyze situations accurately and devise an effective course of action to provide resolution or recommendation to executive management and other stake holders.
A4.	Ability to lead in the preparation of clear, complete, and concise reports for fiscal related decisions and or recommendations.
A5.	Ability to make sound decisions and recommendations in regard to the professional accounting (fiscal) issues in maintaining control of a departmental budget.
A6.	Ability to establish and maintain cooperative relations with peers and executive management.
A7.	Ability to effectively communicate verbally and in writing to executive management, control agencies and other stake holders to clarify issues and provide recommendations.
A8.	Ability to plan, organize and direct the work of other managers to accomplish the mission of the department.
A9.	Ability to effectively contribute to ensure compliance with the department's Equal Employment Opportunity (EEO) objectives.
A10.	Ability to administer sound judgment and good work ethics to effectively lead a program.
A11.	Ability to effectively lead a cooperative work environment to provide quality customer service to meet the needs for stakeholders.
A12.	Ability to effectively facilitate meetings to achieve a resolution.
A13.	Ability to identify critical items or issues to be researched for executive management's and stake holders to recommend solutions.
A14.	Ability to lead and motivate staff to meet and exceed career and upward mobility expectations.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	
PC2.	
PC3.	
PC4.	
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