

EDITED KSA LISTING

CLASSIFICATION: ACCOUNTING ADMINISTRATOR II

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the Equal Employment Opportunity (EEO) program and the process available to meet both EEO and the department's objectives.
K2.	Basic knowledge of the budgeting process and the interaction between budgeting and accounting to conform to effectively and accurately perform accounting functions.
K3.	Comprehensive knowledge of uniform accounting systems, procedures, laws, rules, and regulations within the State of California as related to a financial organization.
K4.	Comprehensive knowledge of Control agency functions and inter-relationships with a financial organization in order to conform to statewide accounting practices and procedures.
K5.	Comprehensive knowledge of sound business management practices, including hiring, training, communication, and personal interaction to effectively plan, organize and direct staff.
K6.	Basic knowledge of Business Law principles as it relates to a governmental entity.
K7.	Advanced knowledge of personal computers and database software to effectively prepare reports, manuals, correspondence, and/or maintain databases, etc.
K8.	Comprehensive knowledge of auditing principles as related to governmental financial organization.
K9.	Advanced knowledge of office equipment used within a financial organization to make calculations, enter data, create reports, and communicate with vendors, State Controllers' Office (SCO), and departmental staff.
K10.	Comprehensive knowledge of safety policy and regulations to promote a safe and secure work environment for staff.
K11.	Advanced knowledge of principles and techniques of personnel management and supervision to review staffs' work and workload, assign tasks, train and evaluate, and prepare probationary and annual evaluations.

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KSAPC Statements	
Ability to:	
A1.	Direct implementation of policies and procedures enhancing the department's operations in order to ensure compliance.
A2.	Identify critical items or issues to be researched for management's resolution.
A3.	Operate office equipment used within a financial organization in order to make calculations, enter data, and create reports.
A4.	Instill and motivate staff to meet and exceed career and upward mobility expectations.
A5.	Manage and implement the department's Equal Employment Opportunity (EEO) program objectives to ensure compliance with the Department's objectives.
A6.	Direct the application of accounting principles and procedures to continue effective operation of the organization.
A7.	Make sound decisions in a demanding work environment in order to maintain control of the department and/or program budget.
A8.	Analyze situations accurately and devise an effective course of action in a financial organization.
A9.	Direct and approve the preparation of clear, complete, and concise reports.
A10.	Manage a cooperative work environment with all individuals and agencies.
A11.	Effectively communicate within a multi-level government organization to establish and maintain successful working relationships.
A12.	Manage and uphold professional standards and principles to internal and external stakeholders.
A13.	Plan, organize, review, and coordinate the work of others in a diverse workforce to ensure the efficiency and integrity of fiscal/accounting functions and to produce a safe and well organized work environment.
A14.	Manage a diverse workforce within a team environment toward a common objective.
KSAPC Statements	
Skill to:	
S1.	Prioritize work assignments to ensure completion within established timeframes and by expected deadlines.

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KSAPC Statements	
Skill to:	
S2.	Relay information and data in a clear, concise, and objective manner to a variety of audiences.
S3.	Interpret financial data in order to perform the essential functions of the position.
KSAPC Statements	
Personal Characteristics:	
PC1.	Ability to qualify for a fidelity bond.
PC2.	Willingness to work on special projects as requested.
PC3.	Willingness to work overtime, weekends or holidays as required to meet specific deadlines.
PC4.	Professionalism within the office environment.
PC5.	Demonstrated ability to act independently, open-mindedness, flexibility and tact.