

EDITED KSA LISTING

CLASSIFICATION: ACCOUNTING ADMINISTRATOR I (SPECIALIST)

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

KSAPC Statements	
Knowledge of:	
1.	Comprehensive knowledge of accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliations, budgeting, and/or preparation of financial statements, etc.).
2.	Comprehensive knowledge of State accounting principles related to fiscal management to ensure fiscal policies and practices applied to various work units and departmental policies and programs comply with accepted practices.
3.	Basic knowledge of State budgeting processes to effectively apply accounting principles and procedures to a governmental entity (e.g., allotments, appropriations, etc.)
4.	Comprehensive knowledge of the uniform accounting system, financial organization, State of California related laws, rules, and regulations to conform to statewide accounting practices and procedures.
5.	Comprehensive knowledge of business management principles, including office methods and procedures, to effectively plan, organize, and direct the workforce.
6.	Comprehensive knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.)
7.	Basic knowledge of the State's contracting process requirements to ensure compliance with applicable rules and regulations.
8.	Comprehensive knowledge of accounting and/or financial software to prepare spreadsheets, summaries and/or reports.
9.	Advanced knowledge of personal computers and database software to effectively prepare reports, manuals, correspondence, and/or maintain databases, etc.
10.	Comprehensive knowledge of training methods and techniques to provide training to departmental staff.
KSAPC Statements	
Ability to:	
A1.	Apply accounting principles, procedures, and office methods to effectively and accurately perform accounting functions.
A2.	Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
A3.	Analyze situations and data accurately to develop and adopt an effective course of action.
A4.	Read, comprehend and interpret laws, rules, and regulations, policies and procedures, departmental and/or program directives, reports, memos, manuals and other job related material in order to apply and/or explain in accordance with applicable rules, laws, regulations, etc.
A5.	Prepare clear, complete and concise reports (e.g., statistical, audit, etc.) with the use of various tools (e.g., computer software and databases, ten-key calculator, etc.) to provide direction and information on a wide variety of accounting functions.

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Knowledge of:	
A6.	Make sound decisions and recommendations in regard to accounting functions while maintaining control of the department and/or program budget.
A7.	Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others.
A8.	Communicate effectively in order to exchange information and/or provide direction to staff and others.
A9.	Apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed.
A10.	Work under pressure of tight timeframes when completing projects and/or assignments.
A11.	Use standard office equipment and machines including fax machine, copy machine, telephone, and calculator in order to perform the essential functions of the position.
A12.	Flexible in adapting to changes in priorities, work assignments and other interruptions which may impact completing or progressing with projects and assignments.
A13.	Work independently and as a team member to accomplish the goals and objectives of the department.
KSAPC Statements	
Skill to:	
S1.	Prioritize work assignments to ensure completion within established timeframes and by expected deadlines.
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.