

EDITED KSA LISTING

CLASSIFICATION: ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

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

| KSAPC Statements | |
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| Knowledge of: | |
| K1. | Comprehensive knowledge of accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliations, budgeting, and/or preparation of financial statements, etc.). |
| K2. | 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. |
| K3. | Basic knowledge of State budgeting processes to effectively apply accounting principles and procedures to a governmental entity (e.g., allotments, appropriations, etc.) |
| K4. | 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. |
| K5. | Comprehensive knowledge of business management principles, including office methods and procedures, to effectively plan, organize, and direct the workforce. |
| K6. | Comprehensive knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.) |
| K7. | Basic knowledge of the State's contracting process requirements to ensure compliance with applicable rules and regulations. |
| K8. | Comprehensive knowledge of accounting and/or financial software to prepare spreadsheets, summaries and/or reports. |
| K9. | Advanced knowledge of personal computers and database software to effectively prepare reports, manuals, correspondence, and/or maintain databases, etc. |
| K10. | Comprehensive knowledge of training methods and techniques to provide training to departmental staff. |
| K11. | Comprehensive knowledge of safety policy and regulations within a work environment to secure a safe working environment for staff. |
| K12. | Comprehensive 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. |
| K13. | Basic knowledge of personnel management as it relates to the Equal Employment Opportunity program to fulfill the department's objectives. |
| 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. |

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| Knowledge of: | |
| 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. |
| 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. | Effectively communicate within a multi-level government organization to gather and share information and resolve problems |
| A10. | Apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed. |
| A11. | Work under pressure of tight timeframes when completing projects and/or assignments. |
| A12. | Use standard office equipment and machines including fax machine, copy machine, telephone, and calculator, etc. |
| A13. | Be flexible in adapting to changes in priorities, work assignments and other interruptions which may impact completing or progressing with projects and assignments. |
| A14. | Work independently and as a team member to accomplish the goals and objectives of the department. |
| A15. | Instill and motivate staff to meet and exceed career and upward mobility expectations |
| A16. | Monitor and perform all tasks assigned within areas of responsibility to maintain an efficient work flow. |
| A17. | Effectively contribute to the department's Equal Employment Opportunity objectives to ensure compliance with departmental policies |
| A18. | Plan, organize, review, and coordinate the work of others to effectively manage an organizational division/program |
| A19. | Supervise a diverse workforce within a team environment toward a common objective to achieve optimum effectiveness in an organizational division/program. |
| A20. | Objectively evaluate the work of others and communicate strengths and weaknesses to develop staff potential |

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| Knowledge of: | |
| A21. | Establish and maintain a cooperative work environment with all individuals and agencies to promote an environment that is conducive to carrying out the mission of the Department. |
| A22. | Establish and present professional standards and principles to internal and external stakeholders |
| 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. |