

## EDITED KSAPC LISTING

CLASSIFICATION: ACCOUNTING TECHNICIAN

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

| <b>SAPC Statements</b> |   |
|------------------------|---|
| <b>Knowledge of:</b>   |   |
| K1.                    | Basic knowledge of practices of financial record keeping to maintain (check and balances) accounting records.   |
| K2.                    | Basic knowledge of mathematical concepts and principles, including addition, subtraction, multiplication, division, fractions, percentages, and profit and loss, in order to perform auditing and processing of accounting documents. |
| K3.                    | Basic knowledge of principles of accounting, and use of accounting reporting systems in order to post and correct accounting transactions.  |
| K4.                    | Basic knowledge of governmental accounting principles and interpretation of laws and rules in order to ensure compliance with governmental regulations.   |
| K5.                    | Comprehensive knowledge of basic computer software Outlook, Norvell GroupWise, Word Processing, and Excel in order to provide direction and information on various accounting functions.  |

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| <b>Ability to:</b>      |   |
| A1.                     | Ability to interpret contracts accurately, and apply terms and conditions to contracts in order to monitor and to ensure compliance with codes and regulations.                             |
| A2.                     | Ability to interpret accounting (GAAP) rules and regulations in order to ensure compliance with governmental/departmental policy and procedures.  |
| A3.                     | Ability to audit accounting data and identify discrepancies to ensure accuracy in processing accounting data.   |
| A4.                     | Ability to act as lead person providing instructions and training in a professional and effective manner in order to resolve problems and share information.                                |
| A5.                     | Ability to communicate ideas effectively (i.e., verbally and in writing) in order to secure and maintain respect and cooperation of others.   |
| A6.                     | Ability to give clear and concise instructions to internal/external customers in a professional and effective manner.   |
| A7.                     | Ability to operate common office machinery (e.g., computers, 10-key, etc.) used in financial record keeping to complete accounting functions and ensure accuracy of transactions performed. |

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| <b>KSAPC Statements</b> |   |
|-------------------------|---|
| <b>S1.</b>              | Skill to make mathematical computations rapidly and accurately in order to maintain accounting records.             |
| <b>S2.</b>              | Skill to develop and interpret accounting data reports in order to post and maintain accurate accounting documents. |
| <b>S3.</b>              | Skill to communicate and provide information regarding policies and procedures in a professional and timely manner. |