

Associate Accounting Analyst

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of Generally Accepted Accounting Principles (GAAP) to ensure the financial health of the agency.
K02	Knowledge of accounting principles and procedures to ensure integrity and compliance with reporting requirements of Department of Finance (DOF).
K03	Knowledge of governmental accounting and budgeting processes and procedures with respect to appropriations and authorities to ensure integrity and compliance with reporting requirements of Department of Finance (DOF).
K04	Knowledge of the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations to ensure uniformity in the reporting system.
K05	Knowledge of the accounting cycle pertaining to budgeting, accounting, reporting, and auditing to ensure proper separation of duties, workflow, and recording of all accounting transactions.
K06	Knowledge of the functions of various control agencies to ensure coordination of financial activities and proper interpretation of rules and regulations.
K07	Knowledge of the provisions for documenting and requesting financial information to ensure compliance with existing rules and regulations.
K08	Knowledge of the regulations listed in State Administrative Manual (SAM) pertaining to accounting.
K09	Knowledge of the relationship between the budgeting office and the accounting office to ensure coordination of financial activities.
K10	Knowledge of the principles of business management to ensure cost effectiveness of business activities.
K11	Knowledge of the Annual Budget Act and special legislation to reconcile appropriations to perform accounting activities per State laws.
K12	Knowledge of legislation, statutes, government codes, and regulations relating to accounting principles.

K13	Knowledge of the procedural requirements for requesting, gathering, and collecting financial information from control agencies and other departments.
K14	Knowledge of basic computer applications such as word processing, spreadsheet and database software.
K15	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
K16	Knowledge of algebraic principles to find missing values and make calculations.
K17	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
A01	Ability to prepare Generally Accepted Accounting Principles (GAAP) adjustments to produce annual comprehensive financial statements (Comprehensive Annual Financial Report [CAFR]).
A02	Ability to apply accounting principles and procedures to work assignments to meet the legal requirements of interpreting financial rules and regulations.
A03	Ability to prepare reconciliations and make appropriate corrections and adjustments to prevent discrepancies.
A04	Ability to audit financial information to verify accuracy.
A05	Ability to make sound decisions and recommendations in regards to accounting problems and budgetary control.
A06	Ability to apply statute of limitations in regards to recordkeeping, collectability of receivables, and appropriations.
A07	Ability to track accounting information using electronic and manual filing systems, and the internet, to remain on track with accounting assignments.
A08	Ability to determine program compliance with laws, rules, and regulations.
A09	Ability to maintain accounting records using electronic filing systems.
A10	Ability to develop original templates and forms using spreadsheet and word processing software.

A11	Ability to communicate orally regarding financial and accounting information to groups of varying levels of understanding.
A12	Ability to interpret and explain policies, procedures, rules, and/or regulations to employees, stakeholders, and the public.
A13	Ability to make oral presentations to management and other staff members to communicate financial and accounting information.
A14	Ability to develop and maintain cooperative professional relationships (e.g., with governmental agencies, advocates, the public).
A15	Ability to provide formal or informal training to staff relating to the tasks of the position.
A16	Ability to maintain a professional demeanor when representing the department/agency.
A17	Ability to maintain confidentiality with sensitive information and issues relating to financial and accounting matters.
A18	Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.
A19	Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other departmental staff, outside agency personnel, and/or the public.
A20	Ability to interact with and relate effectively to the public, staff, clients, and various audiences to maintain positive and productive relationships.
A21	Ability to listen to others to facilitate an open exchange of ideas that provide for effective two-way communication.
A22	Ability to proofread and edit written materials (e.g., memoranda, letters, reports, procedures, preliminary orders) to ensure that prepared materials accurately and clearly present information.
A23	Ability to read and comprehend various technical documents such as policies, procedures, standards, regulations, technical reports, and contracts.
A24	Ability to communicate information clearly and concisely in writing to audiences with varying levels of understanding.

A25	Ability to write memos, reports, policies, and procedures using proper grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
A26	Ability to independently write non-technical documents (e.g., letters, memoranda) to communicate with other departmental staff, agencies, or the general public using correct grammar, spelling, and syntax.
A27	Ability to extract relevant facts and information from written documents in order to perform effective project planning, solve problems, or summarize information as required to complete assigned job tasks.
A28	Ability to create clear and accurate written instructions and directions for individuals with various levels of technical expertise.
A29	Ability to perform basic computations such as addition, subtraction, multiplication, and division.
A30	Ability to calculate percentages and averages to perform work tasks.
A31	Ability to interpret graphical data to extract or identify key points or issues presented.
A32	Ability to interpret quantitative or statistical data to extract key information and make valid inferences.
A33	Ability to analyze numerical and accounting data and draw sound conclusions to make recommendations.
A34	Ability to read written documents of varying complexity, including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or analytical reports, to extract relevant information in the performance of work tasks.
A35	Ability to conduct research to assist in auditing processes, resolution of errors, etc.
A36	Ability to identify appropriate financial and accounting resources for answering inquiries.
A37	Ability to analyze situations and adopt an effective course of action to make decisions or recommendations.
A38	Ability to be flexible to changes in priorities and assignments which may impact preestablished timelines and courses of action for completing tasks.

A39	Ability to prioritize assignments in order of importance to effectively meet deadlines without sacrificing the quality of work.
A40	Ability to manage a workload consisting of multiple projects and assignments.
A41	Ability to complete work under critical timelines to meet project objectives and deadlines.
A42	Ability to develop and prioritize short-range and long-range plans and schedules that support the department's goals and objectives.
A43	Ability to work independently on projects or assignments with limited supervision.
A44	Ability to work as a member of a team to complete projects in a timely manner.
A45	Ability to identify situations where available information, resources, or capabilities are insufficient to complete work tasks and seek assistance as needed.