

Accounting Officer (Supervisor)
Knowledge, Skill, Ability, and Personal Characteristic Statements
Rating Results

| KSAPC # | Knowledge, Skill, Ability, and Personal Characteristic Statement |
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| K01 | Generally Accepted Accounting Principles (GAAP). |
| K02 | Governmental accounting and budgeting. |
| K03 | Accounting principles and procedures. |
| K04 | Governmental budgeting practices with respect to appropriations and authorities. |
| K05 | The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations. |
| K06 | Knowledge of principles of public finance (e.g., general obligation bonds securities). |
| K07 | Accounting cycle pertaining to budgeting, accounting, reporting and auditing. |
| K08 | Functions of various control agencies. |
| K09 | Provisions for documenting and requesting financial information. |
| K10 | Regulations listed in the State Administrative Manual (SAM) pertaining to accounting. |
| K11 | Relationship between the budget office and accounting office to understand the impact across both [offices]. |
| K12 | Principles of business management. |
| K13 | Annual Budget Act and special legislation to reconcile appropriations. |
| K14 | Legislation, statutes, government codes, and regulations relating to accounting principles. |

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| K15 | Procedural requirements for requesting, gathering, and collecting financial information from control agencies and other departments. |
| K16 | Basic computer applications such as word processing, spreadsheet, and database software. |
| K17 | Algebraic principles to find missing values and make calculations for providing technical expertise. |
| K18 | Principles and techniques of personnel management and supervision. |
| K19 | State interview procedures to conduct hiring interviews with candidates to meet departmental staffing needs. |
| K20 | Conflict resolution techniques to address conflicts amongst staff. |
| K21 | Team-building principles and techniques to promote a positive, cooperative, and professional work environment. |
| K22 | Other departmental unit, branch, division, and program services to identify opportunities for collaboration and cooperation with other entities. |
| K23 | Methods of recognizing the efforts and accomplishments of staff to identify and reward employee achievements. |
| K24 | Steps of progressive discipline to determine when disciplinary action is warranted and to recommend or apply appropriate action. |
| K25 | Training techniques (e.g., on the job, classroom, coaching) to educate staff on topics relating to job tasks to improve performance and productivity. |
| K26 | Available resources (e.g., Employee Assistance Program [EAP]) to address and improve employee performance issues. |
| K27 | Personnel procedures to ensure that personnel actions are in compliance with departmental procedures and policies as well as State laws and regulations as enforced by the California Department of Human Resources (CalHR) and the State Personnel Board (SPB). |
| K28 | Current management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight are effective. |
| K29 | Strategic planning principles and concepts in order to participate in strategic planning sessions. |
| K30 | Supervisory principles, practices, and techniques to oversee the work activities of employees and ensure the unit/branch operates effectively and complies with all applicable laws. |

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| K31 | Equal Employment Opportunity (EEO) regulations and the processes available to meet equal employment opportunity objectives. |
| K32 | Requirements of the Americans with Disabilities Act (ADA) and available measures to ensure compliance. |
| K35 | Business law to remain apprised of legal issues relating to accounting assignments. |
| S01 | Type using a standard QWERTY keyboard. |
| S02 | Use a 10-key number pad. |
| A01 | Apply accounting principles and procedures to work assignments. |
| A02 | Conduct reconciliations and make appropriate recommendations according to findings. |
| A03 | Audit financial information and verify accuracy. |
| A04 | Make sound decisions and recommendations in regard to professional accounting problems in maintaining budget control. |
| A05 | Interpret and explain policies, procedures, rules, and/or regulations to employees and the public. |
| A06 | Apply statute of limitations in regard to recordkeeping, collectability of receivables, and appropriations. |
| A07 | Track accounting information using electronic and manual filing systems to remain on track with accounting assignments. |
| A08 | Determine program compliance with laws, rules, and regulations. |
| A09 | Maintain accounting records using electronic filing systems. |
| A10 | Develop original templates and forms using spreadsheet and word processing software. |
| A11 | Communicate orally to groups of varying levels of understanding. |

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| A12 | Make oral presentations to management and other staff members. |
| A13 | Establish and maintain cooperative interpersonal relationships. |
| A14 | Provide formal and informal training to staff relating to the tasks of the position. |
| A15 | Maintain a professional demeanor when representing the department/agency. |
| A16 | Maintain confidentiality with sensitive information and issues relating to direction, policies, changes, and/or personnel. |
| A17 | Document records and findings in accordance with provided regulations and procedures. |
| A18 | Write simple documents such as letters, memoranda, or other correspondence in order to communicate with other departmental staff, State agencies, or the general public using correct grammar, spelling, and syntax. |
| A19 | Write complex documents such as reports, project summaries, procedures, analyses of proposed legislation, or summaries of statistical analyses using correct grammar, spelling, and syntax to comply with legislative mandates, complete assigned work, and ensure the department/agency meets goals or fulfills the mission. |
| A20 | Perform basic computations such as addition, subtraction, multiplication, and division. |
| A21 | Ability to calculate percentages and averages. |
| A22 | Ability to interpret graphical data to extract or identify key points or issues presented. |
| A23 | Ability to interpret quantitative or statistical data to extract key information and make valid references. |
| A24 | Analyze numerical and accounting data and draw sound conclusions to make recommendations which best benefit the organization. |
| A25 | Ability to read written documents of varying complexity including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or analytical reports. |
| A26 | Conduct research to assist in auditing processes. |

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| A27 | Identify appropriate resources for answering inquiries. |
| A28 | Synthesize information from various sources to identify trends, patterns, and/or relationships. |
| A29 | Extract relevant facts and information from written documents in order to perform project planning, solve problems, or summarize information as required to complete assigned job tasks. |
| A30 | Analyze situations, solve complex problems, and adopt an effective course of action to make decisions or recommendations. |
| A31 | Manage workload independently and with minimal supervision. |
| A32 | Apply project management principles to work assignments (e.g., develop work scope, gather information, organize alternatives, make recommendations, provide feedback, implement project plans). |
| A33 | Prioritize work assignments appropriately. |
| A34 | Develop desk policies and procedures to provide guidance for carrying out work assignments. |
| A35 | Develop a system of organization for filing, tracking, and maintaining records. |
| A36 | Plan, organize, and direct the work of others. |
| A37 | Determine resource needs to identify and propose positions and/or equipment necessary. |
| A38 | Provide leadership in accomplishing basic functions and objectives in assigned programs. |
| A39 | Foster respect for cultural, race, and gender diversity, as well as their individual differences amongst staff members. |
| A40 | Inspire confidence and effective working relationships with employees, managers, and leaders in government and industry to ensure the unit, operations, and activities run smoothly. |
| A41 | Monitor, track, and document employee performance using employee performance evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality, quantity, and timeliness standards. |
| A42 | Coach and mentor staff to develop skills, improve performance, and promote career development. |

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| A43 | Assign and delegate work to subordinate employees based on workload and experience to ensure efficient operation. |
| A44 | Establish priorities and manage staff and resources to maximize productivity and effectiveness. |
| A45 | Perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws. |
| A46 | Establish goals and objectives to ensure clarity and direction for the unit/branch. |
| A47 | Introduce changes in a positive manner to ensure efficiency. |
| A48 | Perform (long-term and short-term) planning of program activities to ensure goals and objectives are achieved. |
| A49 | Lead by positive example in managing employees. |
| A50 | Maintain high ethical standards in completing all assignments and projects. |
| A51 | Interpret and apply provisions of applicable collective bargaining agreements when supervising represented employees. |