

Accounting Administrator III
Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
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.
K16	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free
K17	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
K18	Knowledge of conflict resolution techniques to address conflicts or issues that may arise among or between internal and/or external stakeholders.
K19	Knowledge of the manager's role in the Progressive Discipline Process and ability to take appropriate action.
K20	Knowledge of a manager's role in the Equal Employment Opportunity Program and the processes available to meet department directives.
K21	Knowledge of a manager's role in employee programs such as Employee Assistance Program and Family Medical Leave Act.
K22	Knowledge of leadership principles and methods to mentor colleagues in accomplishing program objectives.
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.
A13	Ability to communicate orally regarding financial and accounting information to groups of varying levels of understanding.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A14	Ability to interpret and explain fiscal policies, procedures, rules, and/or regulations to employees, stakeholders, and the public.
A16	Ability to develop and maintain cooperative professional relationships with stakeholders to accomplish collaborative goals.
A20	Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.
A21	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.
A23	Ability to interact with and relate effectively to the public, staff, clients, and various audiences to maintain positive and productive relationships.
A24	Ability to listen to others to facilitate an open exchange of ideas that provide for effective two-way communication.
A25	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.
A26	Ability to read and comprehend technical documents such as policies, procedures, standards, regulations, technical reports, statutes and contracts.
A31	Ability to create clear and accurate written instructions and directions for individuals with various levels of technical expertise to ensure information is clearly understood.
A32	Ability to perform basic computations such as addition, subtraction, multiplication, and division.
A33	Ability to calculate percentages, fractions, and averages to perform work tasks and analyze information.
A34	Ability to interpret quantitative or statistical data to extract key information and make valid inferences.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A35	Ability to analyze numerical and accounting data and draw sound conclusions to make recommendations which best benefit the organization.
A36	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.
A37	Ability to extract relevant facts and information from written documents in order to perform project planning, create flowcharts, solve problems, or summarize information as required to complete assigned job tasks.
A38	Ability to conduct research to assist in auditing processes, resolution of errors, etc.
A39	Ability to identify appropriate financial and accounting resources for answering inquiries.
A40	Ability to analyze situations and adopt an effective course of action to make decisions or recommendations.
A41	Ability to be flexible to changes in priorities and assignments which may impact pre- established timelines and courses of action for completing tasks.
A42	Ability to prioritize assignments in order of importance to effectively meet deadlines without sacrificing the quality of work.
A43	Ability to manage a workload consisting of multiple projects and assignments to meet various deadlines.
A44	Ability to complete work under critical timelines to meet project objectives and deadlines for the most complex and difficult accounting matters.
A45	Ability to develop and prioritize short-range and long-range plans and schedules that support the department's vision, mission, goals and objectives.
A46	Ability to work independently to complete projects or assignments with limited supervision.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A47	Ability to work as a member of a team to complete projects in a timely manner.
A48	Ability to identify situations where available information, resources, or capabilities are insufficient to complete work tasks and seek assistance as needed.
A49	Ability to act independently in fulfilling the position's responsibilities.
A50	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
A51	Ability to handle sensitive issues in a tactful and professional manner to successfully complete work assignments.
A52	Ability to analyze situations accurately to take appropriate action on complex or technical topics and issues.
A53	Ability to create and maintain a cooperative working environment to create a positive workplace.
A54	Ability to mentor staff to develop skills and knowledge in specialized areas of expertise to advance the objectives of the department/State.
A55	Ability to review the work of staff and provide constructive feedback from the perspective of a mentor.
A56	Ability to listen to others to facilitate an open exchange of ideas and provide for effective communication.
A56	Ability to identify and prioritize critical issues or assignments in order of importance to effectively meet deadlines and allocate resources.