

General Auditor II

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

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Accounting and auditing principles and procedures and applying them in the work performed.
K02	Numbers, their operations, and interrelationships as related to the business environment.
K03	Excel and Word in order to complete audits.
A01	Apply accounting and auditing principles and procedures in the work performed.
A02	Conduct a variety of audits of accounts and records.
A03	Analyze data and draw sound conclusions.
A04	Analyze situations accurately and adopt an effective course of action.
A05	Prepare clear, complete, concise reports.
A06	Establish and maintain cooperative relations with those contacted in the work.
A07	Communicate effectively at a level required for successful job performance.
A08	Communication ideas, thoughts, and facts in writing as is appropriate for the needs of the audience.
A09	Conduct oneself in a professional manner by taking into consideration the impact and consequences when making a decision or taking action.
A10	Use computers and standard office equipment to enter data and process information necessary in the analysis of data.
SPC02	Willingness to travel by various modes of transportation such as aircraft, rental cars, train.
SPC03	Willingness to work throughout the state in various locations.
SPC04	Willingness to lift up to 25-30 pounds of documents and office equipment when travelling to perform audits.
SPC05	Willingness to work independently under a variety of conditions provided to you by auditee (ie: limited office space, hot or cold air)