

## **Accounting Analyst**

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

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
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 accounting cycle pertaining to budgeting, accounting, reporting, and auditing to ensure proper separation of duties, workflow, and recording of all accounting transactions.
K05	Knowledge of the provisions for documenting and requesting financial information to ensure compliance with existing rules and regulations.
K06	Knowledge of the regulations listed in State Administrative Manual (SAM) pertaining to accounting.
K07	Knowledge of basic computer applications such as word processing, spreadsheet and database software.
K08	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
K09	Knowledge of algebraic principles to find missing values and make calculations.
K10	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
A01	Ability to apply accounting principles and procedures to work assignments to meet the legal requirements of interpreting financial rules and regulations.

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
A02	Ability to prepare reconciliations and make appropriate corrections and adjustments to prevent discrepancies.
A03	Ability to audit financial information to verify accuracy.
A04	Ability to make sound decisions and recommendations in regards to accounting problems and budgetary control.
A05	Ability to track accounting information using electronic and manual filing systems, and the internet, to remain on track with accounting assignments.
A06	Ability to maintain accounting records using electronic filing systems.
A07	Ability to develop original templates and forms using spreadsheet and word processing software.
A08	Ability to communicate orally regarding financial and accounting information to groups of varying levels of understanding.
A09	Ability to interpret and explain policies, procedures, rules, and/or regulations to employees, stakeholders, and the public.
A10	Ability to make oral presentations to management and other staff members to communicate financial and accounting information.
A11	Ability to develop and maintain cooperative professional relationships (e.g., with governmental agencies, advocates, the public).
A12	Ability to provide formal or informal training to staff relating to the tasks of the position.
A13	Ability to maintain a professional demeanor when representing the department/agency.
A14	Ability to maintain confidentiality with sensitive information and issues relating to financial and accounting matters.
A15	Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A16	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.
A17	Ability to interact with and relate effectively to the public, staff, clients, and various audiences to maintain positive and productive relationships.
A18	Ability to listen to others to facilitate an open exchange of ideas that provide for effective two-way communication.
A19	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.
A20	Ability to read and comprehend various technical documents such as policies, procedures, standards, regulations, technical reports, and contracts.
A21	Ability to communicate information clearly and concisely in writing to audiences with varying levels of understanding.
A22	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.
A23	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.
A24	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.
A25	Ability to perform basic computations such as addition, subtraction, multiplication, and division
A26	Ability to calculate percentages and averages to perform work tasks.
A27	Ability to interpret graphical data to extract or identify key points or issues presented.
A28	Ability to interpret quantitative or statistical data to extract key information and make valid inferences.
A29	Ability to analyze numerical and accounting data and draw sound conclusions to make recommendations which best benefit the organization.

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
A30	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.
A31	Ability to 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.
A32	Ability to conduct research to assist in auditing processes, resolution of errors, etc.
A33	Ability to identify appropriate financial and accounting resources for answering inquiries.
A34	Ability to analyze situations and adopt an effective course of action to make decisions or recommendations.
A35	Ability to be flexible to changes in priorities and assignments which may impact preestablished timelines and courses of action for completing tasks.
A36	Ability to prioritize assignments in order of importance to effectively meet deadlines without sacrificing the quality of work.
A37	Ability to manage a workload consisting of multiple projects and assignments.
A38	Ability to complete work under critical timelines to meet project objectives and deadlines.
A39	Ability to work independently on projects or assignments with limited supervision.
A40	Ability to work as a member of a team to complete projects in a timely manner.
A41	Ability to identify situations where available information, resources, or capabilities are insufficient to complete work tasks and seek assistance as needed.