

EDITED KSAPC LISTING

CLASSIFICATION: Senior Accounting Officer (Specialist)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliations, budgeting, preparation of final statements, etc.).
K2.	Comprehensive knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity (e.g., encumbrances, fund accounting, treatment of fixed assets, etc.).
K3.	Comprehensive knowledge of the uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations to conform with statewide accounting practices and procedures.
K4.	Comprehensive knowledge of business management principles, including office methods and procedures to effectively plan, organize and direct the workforce.
K5.	Comprehensive knowledge of public finance principles to maintain effective on-going contact with public entities (e.g., vendors, local/federal governmental jurisdictions, etc.).
K6.	Comprehensive knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.).

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Ability to:	
A1.	Apply accounting principles, procedures and office methods to effectively and accurately perform accounting functions.
A2.	Analyze data and draw sound conclusions to accurately process, provide and interpret accounting information.
A3.	Analyze situations accurately and implement an effective course of action.
A4.	Prepare clear, complete and concise reports (e.g., statistical, penalty, audit, etc.) with the use of SAP, TRACS, software, microfiche and ten-key calculator to provide direction and information on a wide variety of accounting functions.
A5.	Make sound decisions and recommendations in regard to accounting functions while maintaining control of the Department's budget.
A6.	Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others and to exchange information and/or provide direction to staff and others.

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<i>Personal Characteristics:</i>	
PC1.	Ability to qualify for a fidelity bond.