

EDITED KSAPC LISTING

CLASSIFICATION: 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 (i.e., Generally Accepted Accounting Principles) to effectively perform complex accounting functions (e.g., reconciliations, budgeting, preparation of financial statements, etc.).
K2.	Comprehensive knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to California Department of Corrections and Rehabilitation's database (Systems Applications Programs [SAP], encumbrances, fund accounting, and treatment of fixed assets.).
K3.	Comprehensive knowledge of the uniform accounting system (i.e., SAP), financial organization and procedures of the State of California, and related laws, rules, and regulations to conform to statewide accounting practices and procedures.
K4.	Comprehensive knowledge of principles of business management, including office methods and procedures to effectively perform daily tasks.
K5.	Advanced knowledge of public finance principles to maintain effective on-going contacts 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.).
K7.	Advanced knowledge of mathematical computations to complete accounting functions and ensure accuracy of transactions performed.

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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 implement accounting information.
A3.	Analyze situations and data accurately to develop and adopt an effective course of action.
A4.	Prepare clear, complete, and concise reports (e.g., statistical, penalty and audit) with the use of various accounting tools (e.g. SAP, software and microfiche) 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 to complete daily tasks.
A6.	Establish and maintain cooperative relations with those contacted in the work place to help streamline accounting functions.
A7.	Communicate effectively in order to exchange information and/or provide direction to others.
A8.	Apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed.

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KSAPC Statements

Personal Characteristics:

PC1.	Ability to qualify for a fidelity bond to maintain honesty and integrity.
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