

EDITED KSAPC LISTING

CLASSIFICATION: SENIOR ACCOUNT CLERK

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

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of modern office methods in order to complete basic functions within an accounting environment.
K2.	Basic knowledge of accounting equipment and usage of supplies (e.g., ten key calculator, personal computer, typewriter, ledgers, receipts, checks, etc.) in order to perform daily operations.
K3.	Basic knowledge of Business English and written correspondence in order to communicate with staff, management, inside and outside agencies.
K4.	Basic knowledge of the methods, practices and terminology used in financial and statistical record-keeping in order to compile and provide financial information.
K5.	Basic knowledge of mathematical calculations (add, subtract, multiple, divide, and fractions/percentages) to complete accounting transactions.
K6.	Basic knowledge of the Department of Corrections and Rehabilitation's (CDCR) organizational structure and functionality of the various programs in order to better prepare accounting tasks in a timely manner.
K7.	Basic knowledge of accounting internal control methods (i.e., separation of duties), policies and procedures, in order to perform basic accounting functions.
K8.	Basic knowledge of departmental rules and regulations and other mandated laws pertaining to accounting operations in order to maintain compliance.
K9.	Basic knowledge of policies and standards that mandate confidentiality and the security of sensitive information within the department in order to maintain compliance with the Privacy Act and protect Department of Corrections and Rehabilitation (CDCR) from liability.
K10.	Basic knowledge of security requirements pertaining to safe guarding data processing systems and other state assets in order in order to maintain compliance with the Privacy Act and protect Department of Corrections and Rehabilitation (CDCR) from liability.
K11.	Basic knowledge of personal computers and software in order to perform daily assignments.
K12.	Basic knowledge of filing systems within Department of Corrections and Rehabilitation (CDCR) in order to organize alpha/numeric records.
K13.	Basic knowledge of Department of Corrections and Rehabilitation (CDCR) standard forms used by various internal/external agencies in order to perform basic accounting operations.
K14.	Basic knowledge of accounting procedures (checks and balances) in order to safeguard assets.
K15.	Basic knowledge of receiving and distributing source documents/materials in order to meet day to day processing requirements.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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Ability to:	
A1.	Communicate and understand information at a level required for successful job performance.
A2.	Perform accounting and statistical clerical tasks in order to complete assignments.
A3.	Spell correctly and use good grammar in order to complete accounting reports.
A4.	Make rapid and accurate computations in order to produce complete accounting transactions.
A5.	Work as a "lead person" over others in order to train, assist and provide direction.
A6.	Effectively interpret and apply accounting practices in order to comply with Generally Accepted Accounting Principles.
A7.	Effectively communicate accounting practices in order to comply with Generally Accepted Accounting Principles.
A8.	Effectively interpret and apply laws, rules and regulations in order to maintain compliance.
A9.	Efficiently work in a team environment in order to complete tasks in a professional and productive manner.
A10.	Organize workspace in order to easily locate documents upon request.
A11.	Prioritize workload in order to effectively meet deadlines.
A12.	Analyze, review and compile accounting data in order to develop financial reports.
A13.	Operate office machines (e.g., fax, scanner, copier, calculator, computer, check writer/signer, typewriter, etc.) in order to perform day-to-day tasks.
A14.	Analyze, review and audit documents for accuracy and completeness in order to provide credible financial data.

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KSAPC Statements

Personal Characteristics:

PC1.	A demonstrated interest in assuming increasing responsibility.
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