



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
 Phone: 719.553.2633 • Fax: 719.553.2696

KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: ACCOUNTING TECHNICIAN IV

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Knowledge of general bookkeeping;	MAJOR
Knowledge of general accounting practices;	MODERATE
Knowledge of modern office practices, procedures, methods and equipment to include computers;	MAJOR
Knowledge of current word processing, spreadsheet, communication and research applications such as Microsoft Word, Excel, Outlook and Internet Explorer;	MODERATE
Knowledge of mathematical computations, tabulations and operations, including basic arithmetic, multiplication and division;	MAJOR
Knowledge of proper business English usage, spelling, punctuation, and grammar;	MAJOR
Knowledge of principles of business letter writing and basic report preparation;	MODERATE
Skill and ability to:	
Manage and balance a cash drawer;	MAJOR
Reconcile taxpayer payments to the general ledger and reconcile bank accounts;	MODERATE
Operate a computerized cash register and personal computer;	MAJOR
Communicate orally, and in writing, in an effective manner with a variety of individuals;	ALWAYS

Explain ordinance, regulation and sales tax provisions to the general public and to other City personnel;	MAJOR
Perform accounting journal entries and have a basic understanding of bookkeeping;	MAJOR
Perform moderately complex mathematical computations rapidly and accurately utilizing a 10-key calculator;	MODERATE
Prepare statistical reports, spreadsheets, charts, graphs, letters, memos and reports;	MODERATE
Assess needs of taxpayer efficiently;	ALWAYS
Make entries adjusting prior periods and/or recognizing NSF checks or refunds;	MODERATE
Perform work at a high level of attention to detail;	MAJOR
Utilize good planning and organizational skills;	ALWAYS
Work independently, take initiative and analyze problems;	ALWAYS
Work under pressure and meet deadlines;	ALWAYS
Work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations;	ALWAYS
Perform all the job duties in a safe manner;	ALWAYS
Safe and lawful operation of a motor vehicle and;	ALWAYS
Knowledge, skill and ability to successfully perform the essential duties of the Accounting I, Technician II and III classification(s).	MODERATE

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Roni Kimbrel Title: Finance Director

Signature: *Roni Kimbrel* Date: 7.21.15

HR Representative: Shelly Carrillo Title: HR Analyst

Signature: *Shelly Carrillo* Date: 7/21/15