



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: ACCOUNTANT I

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 accounting practices. ***	MAJOR
Good analytical skills and abilities.	MAJOR
Knowledge and ability to make moderately difficult mathematical calculations ***	MAJOR
Working knowledge of current spreadsheet, word processing, communication, and research applications such as Microsoft Excel, Word, Outlook, and Internet Explorer ***	MODERATE
Ability to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies, and organizations.	ALWAYS
Ability to perform all the job duties in a safe manner.	ALWAYS
Ability to work in a fast-paced, deadline driven environment	ALWAYS
Excellent written and verbal communication skills.	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: Laura Solano Title: Acting Director/Finance

Signature: *Laura Solano* Date: 7/12/21

HR Representative: Shelby Angus Title: HR Analyst

Signature: *Shelby Angus* Date: 7/12/21