



KNOWLEDGE, SKILLS, AND ABILITIES CHECKLIST

CLASS TITLE: ACCOUNTING TECHNICIAN II

Knowledge, Skills, & Abilities Needed to perform this job	(A) Overall degree of importance in accomplishing job tasks			(B) % of time spent in this area over the course of one year
	Major	Moderate	Minor	
Strong computer skills in word processing, spreadsheet application and Microsoft Access are required	X			20%
Should be familiar with accounting journal entries and have a basic understanding of bookkeeping and accounting procedures		X		10%
Requires the ability to make mathematical computations rapidly and accurately	X			15%
Must be able to work under pressure to meet deadlines		X		10%
May be required to handle and count money	X			15%
Must have the skill and ability to work as an integral part of a team and must be able to work effectively with other city employees, supervisors and the general public	X			15%
Ability to operate office equipment such as a 10-key adding machine by touch, personal computer, scanners etc. is required	X			15%

(A) Check "MINOR" if the skill area is used 5% or less of the time.
Check "MODERATE" if the skill area is used between 6-14% of the time.
Check "MAJOR" if the skill area is used 15% or more of the time.
OR List "ALWAYS" if these are skills that will be used to complete all routine tasks.

(B) %ages must add up to 100%.

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities, which can be tested in a written test, which are important to successful job performance.

Finance:  Title: Director Date: 5.7.19

HR Dept: Toni R. Martin Title: Employment Specialist Date: _____