



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: ACCOUNTANT II**

**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
Requires a thorough knowledge of Generally Accepted Accounting Principles and modern municipal accounting procedures.	Major***
Must be able to analyze accounts and to prepare accounting statements and reports.	Major
Requires the ability to effectively plan and supervise accounting and statistical tabulation work.	Major
Must be able to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations.	Always
Must be able to meet deadlines.	Always
Requires excellent written and verbal communication skills.	Always
Requires excellent analytical abilities.	Always

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

Director: Roni Kimbrel Title: Director of Finance Date: 4-3-15  
 HR Dept: Manuel Alcala Title: HR Analyst Date: 4-6-15