



TESTABLE POSITION REQUIREMENTS

About This Form:

- City of Pueblo job descriptions contain a list of Knowledge, Skills and Abilities that are required for successful job performance.
- The list below shows requirements from the job description identified as testable through the Civil Service Commission.
- The hiring manager evaluated the listed requirements in terms of percentages (%) to indicate degree of importance in accomplishing essential job functions.
 - Minor: 10% or less
 - Moderate: 11% - 20%
 - Major: 21% or more

Class Title: Accountant II

Testable Requirements		(%)
1	Knowledge of Generally Accepted Accounting Principles and modern municipal accounting procedures with the ability to analyze accounts and prepare accounting statements and comprehensive financial reports	50%
2	Thorough knowledge of and proficiency with principles of time-management to meet deadlines and manage multiple assignments and demands within established guidelines	15%
3	Demonstrated Knowledge of proper business English usage, spelling, punctuation, and grammar including business correspondence and report preparation	5%
4	Knowledge of management and supervision methods and best practices	15%
5	Knowledge of concepts related to customer service, public relations and interpersonal communications, with the skills to foster an environment that embraces diversity, integrity, trust and respect by being empathetic, caring, patient, enthusiastic, polite and professional	15%
Total		100%

In my judgment, the requirements shown on this form reasonably reflect items that may be subject to testing through the Civil Service Commission for the listed class title.

Director Name: Danny E. Nunn Title: Interim Director of Finance

Signature: [Signature] Date: 8/13/24