

SCREENING SUMMARY

Location: [4125 – Surplus Property](#)

Job Title: [Accounting Technician IV \(grade 65\)](#)

Position # [07170](#)

BEACON # [60014146](#)

Post of: [04/29/08-05/12/08](#)

Working Title: _____

Re-Post of: [N/A](#)

Minimum Requirements (Training & Experience): Graduation from High School including or supplemented by basic courses in bookkeeping or accounting and five years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. Graduation from a 4-year college or university with a major in Business Administration may be substituted for 4 of the 5 years experience; or completion of a 1 or 2 year business course in an accredited community college or business school including or supplemented by courses in bookkeeping or accounting may be substituted for 2 and 3 years of the required experience, respectively.

Required Competencies: [N/A](#)

	Name	Race/Sex	Months Related Education above Minimum	+	Months Related Experience above Minimum	=	Total Months related Education & Experience above minimum	Documented KSA <small>Documented experience in using North Carolina Accounting System (NCAS)</small>	Documented KSA <small>Documented knowledge and/or experience of Accounting procedures</small>	Documented KSA <small>Documented 2 years experience or more of general accounting experience in an electronic purchasing / payable environment</small>	Documented KSA <small>Documented experience in budget monitoring and control</small>	Documented KSA <small>Documented experience in money and banking</small>	Documented KSA <small>Documented general business office experience and/or governmental agency business</small>	Documented KSA <small>Documented experience in creating spreadsheets and encumbrance reports</small>	Documented KSA <small>Documented experience in performing basic analysis of data</small>	Documented KSA <small>Documented experience in using Microsoft Access, Word and Excel</small>	Total Number of KSA's	P R I O R I T Y E M P	Most Qual	Comments
	1	2	3		4		5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Bodine, Jethro			+		=														
2	Doe, Jane			+		=														
3	Smith, John			+		=														
4				+		=														
5				+		=														
6				+		=														
7				+		=														
8				+		=														
9				+		=														
10				+		=														
11				+		=														
12				+		=														

CRITERIA USED FOR MOST QUALIFIED: No. Months of Education and Experience above Minimum: _____

Total Number of Documented KSA's: _____

Screener #1: _____ Date: ____/____/____

Screener #2 (Subject Expert-if applicable): _____ Date: ____/____/____

Print Name: _____

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16				+		=														
17				+		=														
18				+		=														
19				+		=														
20				+		=														
21				+		=														
22				+		=														
23				+		=														
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27				+		=														
28				+		=														
29				+		=														
30				+		=														
31				+		=														
32				+		=														
33				+		=														
34				+		=														
35																				
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