# Staff Accountant Competencies

## Required Competencies

**Business Acumen**
*Describes the mission and structures of the organization.*

**Financial Reporting**
*Understands the documents associated with measuring a business' financial performance.*

**Technology Applications: Excel**
*Identifies and utilizes relevant technology and tools to analyze data, and to efficiently and effectively perform assigned tasks.*

**Technology Applications: Accounting Software**
*Identifies and utilizes relevant technology and tools to analyze data, and efficiently and effectively perform assigned tasks.*

**Tax Regulations and Codes**
*Describes relevant regulations and codes that impact financial reporting standards and requirements.*

**Bookkeeping**
*Accurately enters financial transactions, and understands the impact that transactions have on the financial statements.*

**Accounting Principles**
*Demonstrates a proficient level of professional skill and/or knowledge in accounting and keeps current with developments and trends (GAAP).*

**Risk Assessment**
*Assesses risk using appropriate frameworks, professional judgment, and skepticism. Helps the organization identify if a reasonable level of risk has been exceeded.*

**Data Analysis and Interpretation**
*Identifies and applies appropriate, reliable, and verifiable measurements to analyze data for a given purpose and intended use.*

## Soft Skills Specific to Occupation

**Ethics**
*Integrates core values, integrity, and accountability throughout all organizational and business practices.*

**Active Learning**
*Understands the implications of new information for both current and future problem solving and decision making.*

**Judgement and Decision Making**
*Considers the relative costs and benefits of potential actions to choose the most appropriate one.*