

ACCOUNTING SKILLS INVENTORY

- ☐ General Ledger
- ☐ Subsidiary Journals
- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Sales Journals
- ☐ Expense Journals
- ☐ Cash Management
- ☐ Cash Accountability
- ☐ Cash Receipts
- ☐ Cash Disbursements

- ☐ Quarterly Reports

- ☐ Payroll Preparation & Taxes
- ☐ Time Card Tracking
- ☐ Benefits Implementation

- ☐ Inventory Tracking
- ☐ Invoice Verification

- ☐ Set Credit Limits
- ☐ Application Approval
- ☐ Negotiated Payments

- ☐ Automated Conversion
- ☐ Lotus 1- 2- 3
- ☐ Peachtree
- ☐ QuickBooks (Pro)
- ☐ Great Plains Accounting
- ☐ Great Plains Dynamics
- ☐ Solomon IV
- ☐ Oracle

- ☐ Job Costing
- ☐ Inventory Control

Full Charge Bookkeeping

- ☐ Corporate Bank Accounts
- ☐ Bank Reconciliations
- ☐ Bank Deposits
- ☐ Bank Drafts
- ☐ Petty Cash
- ☐ Collections
- ☐ Financial Statement Analysis
- ☐ Full Cycle Month-end Close
- ☐ Full Cycle Year-end Close
- ☐ Journal Entry Prep/Post

Taxes

- ☐ State & Federal Taxes

Personnel Administration

- ☐ Insurance Records
- ☐ Employee Orientation
- ☐ Knowledge of EEO Guidelines

Purchasing/ Buying

- ☐ Purchase Orders
- ☐ Supply Budgeting

Credit Management

- ☐ Traced Bad Debts
- ☐ Skip Tracing
- ☐ Manual Billing

- ☐ Sarbanes Oxley Compliance
- ☐ Audit Schedules
- ☐ Financial Reporting
- ☐ GAAP
- ☐ Aging Report
- ☐ Check Runs
- ☐ Revenue Recognition
- ☐ Prepaid Income/Expenses
- ☐ Fixed Assets
- ☐ Voucher/Invoices

- ☐ Profit Sharing Records

- ☐ Union Negotiation
- ☐ Contract Administration

- ☐ Vendor Contract

- ☐ Automated Billing

Computerized Accounting/ Software Applications

- ☐ Oracle 11i
- ☐ Cognos
- ☐ Elite
- ☐ MAS 90
- ☐ MAS 200
- ☐ SAP
- ☐ Fox Pro
- ☐ Platinum

- ☐ Crystal Reports
- ☐ JD Edwards
- ☐ MS Excel
- ☐ MS Word
- ☐ MS Access
- ☐ ADP/Paychex

Miscellaneous

- ☐ Auditing
- ☐ Work with Auditors

- ☐ Maintained Confidentiality
- ☐ Performance Evaluations