

## Accounting Skills

### **Brief Skills**

- Experience with budgets, forecasting, payroll, accounts payable and receivable
- Detail-oriented, accurate, general accounting data processing skills
- Skilled at developing and maintaining professional relationships with clients

### **Sample Tasks**

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Maintain or examine the records of government agencies.
- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Provide internal and external auditing services for businesses or individuals.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Generate budgets and forecasts on a quarterly basis and present to the management team
- Liaison bankers, insurers, and solicitors regarding financial transactions
- Conducted a variety of client service engagements to gain a better understanding of KPMG and a career with an audit, tax and advisory firm
- Processed accounts receivable and payable by examining income checks and comparing invoices
- Assisted with general accounting duties such as receiving documents, verifying accuracy, and recording data according to company procedure

### **Accounting Sections?**

Fraud Prevention, Detection & Response  
Financial Statements  
Computer Forensic Analysis  
Economic Damages Calculations  
Valuation  
Reconciliation  
Operating Budgets  
Analysis of Variance  
Income Statement  
Financial Forecasting  
Pricing  
Capital Budgeting  
Cash Budgeting.  
Inventory Management  
Break Even Analysis  
Internal Auditing  
Payroll Accounting

## **Transferrable skills**

**Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

**Integrity** — Job requires being honest and ethical.

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.

**Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

**Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Initiative** — Job requires a willingness to take on responsibilities and challenges.

**Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

**Persistence** — Job requires persistence in the face of obstacles.

**Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

## **Cashier**

- Entrusted daily with cash drawer up to \$4,000
- Sold over \$55,000 in merchandise; received bonus for exceptional sales
- Served a high volume of customers of various physical abilities, ethnic backgrounds, socio-economic backgrounds
- Participated in monthly inventory activities
- Assisted with customer complaints/problems
- Processed returns and exchanges