ENTRY-LEVEL ACCOUNTING

Definition: An entry-level accounting professional will use critical thinking and communication skills to apply accounting theory and knowledge in specific areas such as accounts receivable, accounts payable, payroll, general ledger, inventory control, and fixed assets.

A. DEMONSTRATES PROFESSIONALISM

A.1 Follows ethical standards
A.2 Follows procedures and guidelines, internal controls
A.3 Maintains confidentiality
A.4 Accepts responsibility for work
A.5 Accepts constructive criticism
A.6 Participates as a team member
A.7 Practices efficient time management; e.g., meets deadlines
A.8 Maintains an appropriate appearance
A.9 Performs job duties independently
A.10 Pursues professional development; e.g., continuing education, professional journals
A.11 Learns acronyms of industry

B. DEMONSTRATES COMMUNICATION SKILLS

B.1 Communicates effectively with diverse audiences
B.2 Practices active listening techniques
B.3 Writes clear, concise business documents utilizing proper grammar, punctuation, and spelling
B.4 Practices effective oral communication skills
B.5 Communicates financial concepts/implications to non-accountants; e.g., senior management, external customers
B.6 Demonstrates interpersonal communication skills
B.7 Practices telephone, voice mail, and email etiquette
B.8 Deals with various personalities; e.g., manages conflict
B.9 Responds promptly and correctly to internal and external customers
B.10 Demonstrates professional courtesy with internal/external customers
B.11 Asks questions
B.12 Follows directions

C. DEMONSTRATES PROBLEM-SOLVING/Critical THINKING SKILLS

C.1 Applies critical thinking principles for ethical decisions
C.2 Identifies and flowcharts processes
C.3 Analyzes data and reports for logical and reasonable outcomes
C.4 Investigates errors and irregularities
C.5 Defines the problem
C.6 Proposes potential solutions
C.7 Corrects the problem as directed
D. **DEMONSTRATES COMPUTER PROFICIENCY**

D.1 Demonstrates proficient keyboarding skills
D.2 Applies computer skills; e.g., storage drives, shared drives, printers, and networking basics
D.3 Applies skills for database, spreadsheet, word processing, and email applications
D.4 Prepares presentation materials; e.g., bar and pie charts
D.5 Applies basic Internet skills; e.g., research information, e-commerce
D.6 Performs accounting tasks using accounting software packages
D.7 Demonstrates ability to acquire skills for proprietary software
D.8 Recognizes relationships among software packages and modules; e.g., import and export information

E. **PRACTICES OFFICE PROCEDURES AND SKILLS**

E.1 Adapts to company specified policies and procedures
E.2 Maintains an efficient filing system
E.3 Employs precise math skills
E.4 Documents a clear audit trail
E.5 Prepares information for auditors
E.6 Operates office equipment; e.g., copier, fax, scanner
E.7 Operates 10-key calculators with speed and accuracy
E.8 Operates telephone system
E.9 Takes minutes at meetings
E.10 Takes action items from meetings

F. **PROCESSES AND ANALYZES GENERAL LEDGER**

F.1 Comprehends chart of accounts
F.2 Enters and posts journal entries and processes journal errors as necessary
F.3 Reconciles bank accounts
F.4 Generates internal/external financial statements
F.5 Analyzes financial statements for accuracy
F.6 Analyzes account activity
F.7 Makes routine monthly adjusting and closing entries
F.8 Prepares year-end entries
F.9 Assists with budget preparation and forecasting
F.10 Monitors the budget and explains budget variances
F.11 Prepares and enters monthly/quarterly/annual accruals
F.12 Reconciles inventory to general ledger

G. **PROCESSES ACCOUNTS RECEIVABLE**

G.1 Enters customer information
G.2 Compiles data from sources
G.3 Prepares and distributes invoices accurately
G.4 Posts receivables
G.5 Generates customer statement of accounts
G.6 Deposits and/or posts cash receipts and electronic payments
G.7 Handles customer inquiries
G.8 Makes account adjustments; e.g., credit memos, returned items, and write-offs
G.9 Generates and analyzes aged receivable reports
G.10 Follows up on delinquent accounts
G.11 Generates internal/external required reports
G.12 Maintains customer and receivable files

H. PROCESSES ACCOUNTS PAYABLE

H.1 Reviews W-9s and sets up vendor accounts (computer and/or hard copy)
H.2 Verifies receipt of goods or services
H.3 Matches invoice to receipt of goods and purchase orders
H.4 Obtains necessary approval for payment
H.5 Verifies and codes invoices
H.6 Applies discounts
H.7 Enters invoices for payment
H.8 Generates and analyzes open accounts payable reports
H.9 Processes checks/electronic payments
H.10 Maintains vendor and payable files (computer and/or hard copy)
H.11 Handles vendor questions
H.12 Audits and maintains vendor accounts
H.13 Prepares and distributes 1099 reports and forms
H.14 Prepares sales tax returns

I. PROCESSES PAYROLL

I.1 Complies with state and federal regulations
I.2 Enters and maintains employee data
I.3 Processes time sheets and work reports
I.4 Inputs payroll
I.5 Processes, verifies, prints and distributes, and/or direct deposits payroll checks
I.6 Disburses payroll liabilities; e.g., tax deposits, credit union, insurance, child support, tax
levies
I.7 Generates timely internal and external reports
I.8 Prepares payroll tax returns according to regulations
I.9 Prepares W-2s annually
I.10 Handles inquiries
I.11 Updates taxable income for employee expense transactions as needed

J. MAINTAINS INVENTORY CONTROL

J.1 Sets up and maintains inventory system
J.2 Processes transactions through inventory accounts
J.3 Analyzes inventory reports
J.4 Conducts physical inventory
J.5 Performs cycle counts and adjustments
J.6 Assists with cost analysis
K. MAINTAINS FIXED ASSETS

K.1 Assesses records, and tags capital purchases per company policy
K.2 Calculates/records depreciation schedule
K.3 Transfers or records disposals/retirement of fixed assets

ATTITUDES AND BEHAVIORS

Adaptability
Appropriate attention to detail
Confidential
Dependable
Ethical
Flexibility
Honest
Look at the big picture
Learn/teach

Questioning
Self checking
Takes constructive criticism
Takes responsibility for mistakes and learns from them
Timely/Prioritizes
Willingness to

SKILLS AND KNOWLEDGE

10-key calculator
Analytical
Basic math
Communications
Oral
Written
Presentation
Listening
Telephone
Email etiquette
Computer
Word, Excel, PPT, Access
Advanced Excel
Query tools
Conflict resolution
Customer service
GAAP
International accounting standards (IFRS)
Multitasking
Networking
Problem-solving
Research
Sarbanes-Oxley
Second language
Teamwork
Time management
Work independently

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This profile was adapted from the Entry-level Accountant profile revised by a York Technical College DACUM panel in Rock Hill, SC, in 2004. Listed panelists participating in a DACUM validation workshop at York Technical College on April 22, 2010, have made any changes, additions, or deletions.