

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### ACCOUNTING CLERK (Clerical)

DOT: 216.482-010 / O\*NET-SOC: 43-3031.00 SVP 5

**Job Description:** Computes, calculates, posts, and verifies financial, statistical, and numerical data to maintain accounting records. ***Physical Demands*** - Sedentary w/occasional lifting, carrying, or moving (up to 10 pounds); ***General Educational Development*** - R4, M3, L3; ***Aptitudes*** - Above average Clerical Perception - Average General Learning Ability, Verbal, Numerical, Form Perception, Motor Coordination and Finger Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate familiarity with general accounting terms/forms/records. (IN, S, T)
2. Can demonstrate ability to accurately compute numerical data. (IN, T)
3. Can demonstrate proper techniques used to classify, record and verify numerical data. (IN)
4. Can demonstrate ability to appropriately develop and maintain financial records. (S, IN)
5. Can demonstrate proper techniques used to record debits and credits. (IN, S)
6. Can demonstrate ability to compare current and past data sheets and accurately summarize details of separate ledgers. (IN, S)
7. Can demonstrate ability to prepare accounting reports for supervisors and managers, as needed. (IN, I)
8. Can demonstrate ability to prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending the cash, checks or other forms of payment to the bank. (IN, R, S)
9. Can demonstrate proper techniques used to post details of transactions, total accounts and compute interest charges. (IN)
10. Can demonstrate proper techniques used to monitor loans and accounts payable and receivable to ensure that payments are up to date. (IN, S)
11. Can demonstrate proper techniques used to total, balance, and reconcile billing vouchers. (IN, S)
12. Can ensure completeness and accuracy of data on accounts. (IN)
13. Can demonstrate proper techniques used to post transactions in journals and on computer files and update files when needed. (IN, T, S)
14. Can demonstrate ability to review computer printouts against manually maintained journals, and make necessary corrections. (S, IN)
15. Can demonstrate ability to use specialized accounting software on personal computers (*identify*). (T, S, IN)
16. Can demonstrate proper techniques used to post charges to accounts on computer spreadsheets and data bases. (IN, T, S)
17. Can demonstrate ability to appropriately compile and sort documents such as invoices and checks. (IN)
18. Can demonstrate proper techniques used to compute and record charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items. (IN)
19. Can demonstrate ability to type vouchers, invoices, checks, account statements, reports, and other records using typewriter or computer. (IN, T)
20. Can demonstrate proper technique used to reconcile bank statements. (IN, S)