

## Financial Services - Accounting Clerk

<b>Sector:</b> Financial Services	<b>Occupation:</b> Accounting Clerk	<b>Credential(s):</b> Maximizing credits toward Accounting degree

CareerWise Colorado (CWC) will introduce and support development of these **Career Ready competencies** throughout the apprenticeship (through boot camp, periodic CWC convening's, and training modules delivered by supervisors/coaches over time).

Career Ready Competencies		
<b>Entrepreneurial</b>	<b>Critical thinking and problem solving</b>	<input type="checkbox"/>
	<b>Creativity and innovation</b>	<input type="checkbox"/>
	<b>Inquiry</b>	<input type="checkbox"/>
	<b>Risk taking</b>	<input type="checkbox"/>
<b>Personal</b>	<b>Self-direction</b>	<input type="checkbox"/>
	<b>Adaptability and flexibility</b>	<input type="checkbox"/>
	<b>Self-management</b>	<input type="checkbox"/>
<b>Civic/Interpersonal</b>	<b>Collaboration and teamwork</b>	<input type="checkbox"/>
	<b>Communication</b>	<input type="checkbox"/>
	<b>Global and cultural awareness</b>	<input type="checkbox"/>
	<b>Ethics and integrity</b>	<input type="checkbox"/>
<b>Professional</b>	<b>Core Academic Foundation</b>	<input type="checkbox"/>
	<b>Time management</b>	<input type="checkbox"/>
	<b>Grit and resilience</b>	<input type="checkbox"/>
	<b>Work ethic</b>	<input type="checkbox"/>
	<b>Self-advocacy</b>	<input type="checkbox"/>

## Technical Competencies

For each competency, use the letter X to indicate whether each competency can be taught and evaluated on the job.

Number	Technical Competencies of the Occupation Pathway
<input type="checkbox"/> 1	Search files, databases or reference materials to obtain needed information. <ul style="list-style-type: none"> <li>• Access computerized financial information to answer general questions as well as those related to specific accounts</li> </ul>
<b>Verify the accuracy of financial or transactional data.</b>	
<input type="checkbox"/> 2	Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
<input type="checkbox"/> 3	Match order forms with invoices and record the necessary information.
<input type="checkbox"/> 4	Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
<input type="checkbox"/> 5	Compare computer printouts to manually maintained journals to determine if they match.
<input type="checkbox"/> 6	Prepare cash for deposit or disbursement. <ul style="list-style-type: none"> <li>• Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.</li> </ul>
<input type="checkbox"/> 7	Operate office equipment. <ul style="list-style-type: none"> <li>• Operate 10-key calculators, computers, and copy machines to perform calculations and produce documents.</li> </ul>
<input type="checkbox"/> 8	Operate computers or computerized equipment. <ul style="list-style-type: none"> <li>• Operate computers programmed with accounting software to record, store, and analyze information</li> </ul>
<input type="checkbox"/> 9	Reconcile inventory records

<b>Maintain financial or account records</b>	
<input type="checkbox"/> <b>10</b>	Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers
<input type="checkbox"/> <b>11</b>	Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
<input type="checkbox"/> <b>12</b>	Perform personal bookkeeping services
<input type="checkbox"/> <b>13</b>	Prepare trial balances of books
<b>Prepare documentation for audits, contracts, transactions or regulatory compliance</b>	
<input type="checkbox"/> <b>14</b>	Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other government documents
<input type="checkbox"/> <b>15</b>	Prepare purchase orders and expense reports
<input type="checkbox"/> <b>16</b>	<p>Answer telephones to direct calls or provide information.</p> <ul style="list-style-type: none"> <li>• Perform general office duties, such as filing, answering telephones, and handling routine correspondence</li> </ul>
<input type="checkbox"/> <b>17</b>	<p>File documents or records.</p> <ul style="list-style-type: none"> <li>• Perform general office duties, such as filing, answering telephones, and handling routine correspondence.</li> </ul>
<input type="checkbox"/> <b>18</b>	Prepare and/or process payroll information
<input type="checkbox"/> <b>19</b>	<p>Collect deposits, payments or fees.</p> <ul style="list-style-type: none"> <li>• Receive, record, and bank cash, checks, and vouchers</li> </ul>
<input type="checkbox"/> <b>20</b>	Perform basic accounting tasks with accounting software such as QuickBooks

<input type="checkbox"/> 21	Run reports from an accounting system.
<input type="checkbox"/> 22	Listen to client to understand his/her accounting and bookkeeping needs.
<input type="checkbox"/> 23	<p>Monitor financial information.</p> <ul style="list-style-type: none"> <li>• Monitor status of loans and accounts to ensure that payments are up to date.</li> </ul>
<b>Calculate financial data</b>	
<input type="checkbox"/> 24	Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
<input type="checkbox"/> 25	Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
<input type="checkbox"/> 26	Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.
<input type="checkbox"/> 27	Calculate and prepare checks for utilities, taxes, and other payments
<b>Compile data or documentation</b>	
<input type="checkbox"/> 28	Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
<input type="checkbox"/> 29	Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
<input type="checkbox"/> 30	Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
<input type="checkbox"/> 31	<p>Reconcile records of sales or other financial transactions.</p> <ul style="list-style-type: none"> <li>• Reconcile or note and report discrepancies found in records.</li> <li>• Reconcile records of bank transactions</li> </ul>

<input type="checkbox"/> <b>32</b>	Calculate costs of goods or services. <ul style="list-style-type: none"><li>• Calculate costs of materials, overhead, and other expenses, based on estimates, quotations and price lists.</li></ul>
<input type="checkbox"/> <b>33</b>	Code data or other information. <ul style="list-style-type: none"><li>• Code transactions according to company procedures.</li></ul>