

Unit/Standard Number	 <p style="text-align: center;">pennsylvania DEPARTMENT OF EDUCATION</p> <p style="text-align: center;"><u>High School Graduation Years 2010, 2011 and 2012</u></p> <p style="text-align: center;">Accounting Technology/Technician & Bookkeeping CIP 52.0302 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
Secondary Competency Task List		
100	PERFORM GENERAL OFFICE DUTIES	
101	Maintain records, reports or files.	
102	Use telephone communication techniques.	
103	Ensure correct grammar, punctuation or spelling in all documents.	
104	Write business correspondence.	
105	Use computers to enter, access or retrieve data.	
106	Use spreadsheet software.	
107	Use word processing software.	
108	Take messages.	
109	Use a calculator to perform bookkeeping tasks.	
110	Use accounting terminology.	
111	Perform clerical duties including typing, accepting orders or sorting mail.	
112	Use presentation software.	
113	Prepare flow charts for forms and documents.	
200	COMPLETE THE STEPS OF THE ACCOUNTING CYCLE	
201	Use a T-Chart.	
202	Analyze transactions into debit and credit parts.	
203	Code documents according to company procedures.	
204	Verify and enter details of transactions from source documents into journals.	
205	Post transactions to ledger accounts.	
206	Prepare post-closing trial balance from general ledger.	
207	Complete multi-column worksheets.	
208	Record and post adjusting, closing entries, and reserving entries.	
209	Prepare financial statements from a worksheet.	
210	Verify financial statements against worksheet.	
211	Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.	
212	Add accounts and assign numbers when needed.	

Unit/Standard Number	 <p data-bbox="317 142 594 199">pennsylvania DEPARTMENT OF EDUCATION</p> <p data-bbox="995 172 1608 196"><u>High School Graduation Years 2010, 2011 and 2012</u></p> <p data-bbox="470 238 1457 375">Accounting Technology/Technician & Bookkeeping CIP 52.0302 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
300	APPLY THE ACCOUNTING PROCESS TO SOLE PROPRIETORSHIP, PARTNERSHIP, AND CORPORATION IN MERCHANDISING, SERVICE, AND MANUFACTURING-BASED ORGANIZATIONS	
301	Prepare owner's equity or retained earnings statement.	
302	Prepare and maintain a balance sheet.	
400	PROCESS FINANCIAL INFORMATION, MANUALLY AND USING AN AUTOMATED SYSTEM	
401	Compile data for financial reports.	
402	Prepare itemized statements, bills or invoices, account statement according to established procedures.	
403	Record amounts due for items purchased or services rendered.	
404	Resolve discrepancies in accounting records.	
405	Verify accuracy of billing data and correct any errors.	
406	Process account invoices.	
407	Prepare financial statements.	
408	Type billing documents, shipping labels, credit memorandums and credit forms.	
409	Process inventory control information.	
410	Compute credit terms, discounts, shipment charges and rates for goods and services.	
411	Receive, record and deposit cash, checks and vouchers.	
412	Reconcile or balance financial records, including checkbook.	
413	Prepare purchase orders and expense reports.	
414	Prepare bank deposits.	
415	Receive or disburse cash.	
416	Calculate and prepare checks.	
417	Calculate inventory costing methods.	
418	Calculate fixed asset depreciation methods.	
419	Calculate business taxation information.	
420	Process receivables and payables.	
421	Apply internal controls and auditing techniques.	
500	PREPARE, MAINTAIN, AND UPDATE PAYROLL RECORDS	

Unit/Standard Number	 <p style="text-align: center;">High School Graduation Years 2010, 2011 and 2012</p> <p style="text-align: center;">Accounting Technology/Technician & Bookkeeping CIP 52.0302 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
501	Compile and record employee time, production and payroll data from time sheets and other records.	
502	Record employee information such as exemptions, transfers and resignations to maintain and update payroll records.	
503	Review time sheets, work charts, wage computation and other information to detect and reconcile payroll discrepancies.	
504	Compute wages and deductions.	
505	Prepare and balance period-end reports and reconcile issued payroll to bank statements.	
506	Complete tax forms and returns.	
507	Process payroll documents, records or checks.	
508	Record information found on the W-4 forms in the employee data section.	
509	Journalize payroll at end of earnings period in appropriate journals.	
510	Verify attendance, hours worked, and pay adjustments, and post information to maintain and update payroll records.	
511	Calculate fringe benefits including sick pay, and vacation and personal time.	
600	LOCATE, INTERPRET, AND USE DATA	
601	Locate data from a bookkeeping and/or accounting record or source document.	
602	Perform an analysis of financial statements.	