

Accounting Skills Evaluation

AccountStaff's computerized skills evaluation systems provide us a way to assess the real knowledge of financial professionals, and give a measure of their level of expertise with job-related tasks.

Assessments - Each of the five assessments consist of 30 to 35 multiple-choice and fill-in-the-blank questions.

- **Accounts Receivable** - Calculating late charges, discounts, credit memos, aging schedules, etc.
- **Accounts Payable** - Purchasing, purchasing discounts, coding invoices, etc.
- **Bookkeeping** - Calculating interest, income statements, preparing and adjusting journal entries and more.
- **General Accounting** - Preparing financial statements, depreciation, cost of goods sold, bank reconciliation, etc.
- **Payroll** - Payment cycles, payroll tax calculations, tax deposits & filings, withholding, employer obligations, etc.

Scores are calculated automatically and reports indicate how a candidate performed on a task-by-task basis, both at fundamental and advanced levels. Bottom line, we know instantly who is capable of producing quality work.

A/P	A/R	Payroll	Bookkeeping	General Accounting
<p style="text-align: center;">Fundamental</p> <ul style="list-style-type: none"> ● Purchase Order Documentation ● Posting to Accounts ● Expense Report Verification ● Purchase Discount Calculations ● Purchase Discount Terms ● Coding Invoices ● Payment Voucher ● Payment Calculation ● Payment Documentation ● Payment Verification ● Recording Transactions ● Debit Memo ● Invoice Terms ● Receiving Report <p style="text-align: center;">Advanced</p> <ul style="list-style-type: none"> ● Discount Recording (Net Method) ● Sales Taxes Payable ● Use Tax Calculation ● Check Register ● Correcting Ledger Entries ● Purchase Discounts Entry Correction ● Purchase Discounts Lost 	<p style="text-align: center;">Fundamental</p> <ul style="list-style-type: none"> ● Calculating Late Charges ● Trade Discount Calculation ● Maintaining Sales Documentation ● Journal Entries ● Bankruptcy ● Calculating Uncollectibles ● Bad Debt Expense ● Direct Write-Off Method ● Aging Schedule Interpretation ● Estimating Uncollectible Accounts ● Accrual based Accounting ● Uncollectible Accounts ● Percentage Rate ● Sales Tax ● Balancing Accounts Receivable ● Purchase Orders ● Credit Memos ● Recording Sales Discounts <p style="text-align: center;">Advanced</p> <ul style="list-style-type: none"> ● Trade Discount Calculation ● Recording Sales Discounts ● Allowance for Uncollectible Accounts ● Recording Financing Expenses ● Determining Journal Errors ● Recording Transactions ● Writing Off Uncollectible Accounts ● Reconciling Bank Statements ● Balancing Accounts Receivable 	<p style="text-align: center;">Fundamental</p> <ul style="list-style-type: none"> ● Internal Revenue Code ● Payment Cycle ● Tax Form Identification ● Calculating Gross Earnings ● Calculating Overtime Pay ● Federal Income Tax Withholding ● Time Card Tracking ● Non-Exempt Status ● Profit Sharing Distribution ● Net Earnings Formula ● Salary Expense Entries ● Piece-Rate Method ● Employer's Tax Obligations ● Recording Payroll Taxes ● Payroll Records ● Calculating FUTA ● Wage Bracket ● Social Security/Medicare Contributions <p style="text-align: center;">Advanced</p> <ul style="list-style-type: none"> ● Independent Contractors ● W-4 ● Form 941 ● Draw ● Sales Commission Payments ● Social Security Withholdings ● Form 941 Deposit ● Matching Employee Contributions ● Form 941 Information ● Form 941 Preparation ● Form 941 Submission 	<p style="text-align: center;">Fundamental</p> <ul style="list-style-type: none"> ● Recording Tools ● Calculating Gross Wages ● Equities ● Owner's Equity ● Petty Cash ● Current Liabilities ● Long-term Liabilities ● Net Income Formula ● Income Statements ● Income Statement Preparation ● Calculating Net Income Liabilities ● Double Entry Accounting ● Credits ● Debits ● Ledgers ● T-Account ● Chart of Accounts ● Notes Payable ● Bank Statement Reconciliation ● Supporting Documentation ● FIFO <p style="text-align: center;">Advanced</p> <ul style="list-style-type: none"> ● Recording Interest ● Calculating Interest ● Petty Cash Journal ● Recording Journal Entries ● Trial Balance ● Purchase Discounts ● Accounts Receivable ● Determining Depreciation ● Calculating Depreciation ● Adjusting Journal Entries ● Balance Sheet ● Computing Retail Value ● Closing the Books 	<p style="text-align: center;">Fundamental</p> <ul style="list-style-type: none"> ● Assets ● Financial Statements ● Balance Sheet ● Liabilities ● Owner's Equity & Liability ● Owner's Equity Recording Procedures ● Chart of Accounts ● Revenue Transactions ● Owner's Equity Formula ● Notes Payable ● FIFO ● Bank Statement Reconciliation ● Gross Profit Margin ● Adjusting Checkbook Balance ● Operating Expenses ● Cost of Goods Sold ● Working Capital ● Payroll Tax Expense <p style="text-align: center;">Advanced</p> <ul style="list-style-type: none"> ● Straight-Line Depreciation ● Units of Production ● Depreciation ● Long-term Assets ● Assets & Owner's Equity ● Loan Implications ● Adjusting Entries ● Accrual Based Accounting ● Unearned Revenue ● Adjustments for Depreciation ● Perpetual Inventory System ● Balance Sheet ● Lower Cost or Market Method ● After-Tax Income ● Employee Earnings Records