

Name: _____ Date: _____

Bretthauer - Ramirez Staffing

SKILLS INVENTORY

TYPING - Estimated Speed (wpm) _____

BOOKKEEPING/ACCOUNTING FUNCTIONS

On the 1st line, enter the number of years' experience and on the 2nd line an "M" for manual or "C" for computerized

- _____ Accounts Payable
- _____ Accounts Receivable
- _____ ADP System
- _____ Bank Reconciliation
- _____ Billing/Invoicing
- _____ Bookkeeper
- _____ Cash Applications
- _____ Collections
- _____ Commercial Accountant
- _____ Construction Accountant
- _____ Controller/Comptroller
- _____ Cost Accountant
- _____ Cost Accounting
- _____ Cost Estimator
- _____ CPA
- _____ Credit Analyst
- _____ Credit Authorizations
- _____ Fed/State Unemployment Records
- _____ Financial Analysts
- _____ Financial Statements
- _____ Full Charge Bookkeeper

- _____ General Ledger
- _____ ICD - 9 CPT Coding
- _____ Inventory Control
- _____ Joint Interest Billing
- _____ Letters of Credit
- _____ Medical Insurance Claims
- _____ Multi-State Payroll
- _____ Oil & Gas Accounting
- _____ Oil & Gas Revenue
- _____ P & L Statements/No. Sets of Bks
- _____ Payroll - No. Employees
- _____ Purchase Orders
- _____ Quarterly Payroll Taxes
- _____ SAP Accounting
- _____ Specialized Gov. Reports/Types
- _____ Taxes - Corporate
- _____ Taxes - Payroll
- _____ Taxes - Sales
- _____ Timekeeper
- _____ Trial Balance

TABLES / ACCOUNTING

Have you ever prepared spreadsheets?

_____ Yes _____ No

Have you ever prepared a Pivot Table?

_____ Yes _____ No

Have you ever enrolled in a college accounting class?

_____ Yes _____ No

Number of college credit hours in Accounting

What type of Accounting Courses?

SUPERVISION

Have you ever supervised employees?

_____ Yes _____ No

Where and When?

How Many Employees? _____

BUSINESS MACHINES

Enter the number of years' experience on the lines and circle whether you operated by sight or by touch.

_____ 10-Key _____ Sight/Touch

_____ CRT/Data Entry

_____ Scanning Equipment

_____ Switchboard