

Over 35 Successful Years of Experience



**SKILLS INVENTORY**

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