

Skills Checklist

Directions: Please help us understand the skills you possess and your level of proficiency by checking the appropriate boxes below. If you checked any of the litigation or transactional sub-specialties please complete the Detailed Skill Sheet. If you check a highlighted sub-specialty complete the appropriate Detailed Skill Sheet. Thank You!

Name: _____

Date: _____

Accounting Software

Exp.	Avg.	Beg.	
			A Plus Tax
			AccPac
			ADP Payroll
			Alpha IV
			APS
			AS400
			Ceridian Payroll
			Certiflex
			Cougar Mountain
			CPI (mortgage)
			CYMA
			Crystal Reports
			D&B Accounting
			DAC Easy
			ESSBase
			Excalibur
			FAS 1000/2000
			FASTAX
			Focus
			Fourth Shift
			FRX
			Gallagher
			Great Plains
			Harmony
			Hyperion
			In House Payroll
			JD Edwards
			Lawson
			Macola
			Mapics
			MAS 90
			MAS 200
			MAS 500
			McCormack & Dodge
			Millenium
			MSA
			Multiplan
			MYOB
			OGIS
			OGSYS
			Open Systems
			Oracle
			Paychex
			Peachtree
			PeopleSoft
			Pillar
			Platinum
			QuickBooks
			Quicken
			Real World
			Repertoire/Orchestrator
			SAP
			SBT
			Skyline
			SMS Systems
			Solomon
			SOP 97-2
			Sun Systems
			System 36
			System 38
			Timberline
			TSO
			Turbo Tax
			Turbo FAS
			Yardi

Accounts Payable Experience

Exp.	Avg.	Beg.	
			Batch Invoices
			Calc.Mo./Yr End Accruals
			Code Invoice
			Disbursement Preparation
			Expense Reports
			Journal Entries
			Match Inv. w/POs
			Prepare 1099s
			Prepare Mgt Reports
			Reconcile Vendor Stms
			Run /Issue Checks
			Work with Debit Memos
			Work with Purchase Orders
			Work with Vendors
			Enter Invoices

Invoice Handled Per Day

	<50
	51-100
	100+

AR/Collections Experience

Exp.	Avg.	Beg.	
			Aging of Account Rec.
			Bankruptcy
			Collections Retail
			Collections Commercial
			Credit Analysis
			Credit Clerk
			Credit Supervisor
			Cash Application
			Issue Credit Memos
			Prepare Mgt Reports
			Process Billing /Invoices
			Reseach/Reconile Accounts
			Skip Trace
			Take Customer Orders
			Work with Product Returns

Payroll Experience

Exp.	Avg.	Beg.	
			Hourly
			Salaried
			Weekly
			Bi-Weekly
			Monthly
			Union
			Non-Union
			Calculate Commissions /Bonus
			Calculate Deductions
			Calculate Overtime
			Garnishments
			Multi-State
			Payroll Clerk
			Payroll Supervisor
			Payroll Specialist
			Payroll Taxes
			Prepare W2's

Size Of Payroll Handled

	<20
	21-50
	51-150
	151-500
	500+

Data Entry

Exp.	Avg.	Beg.	
			5000 KSM or less
			5000 -10000 KSM
			10000+KSM

Software Skills

Word Processing

Exp.	Avg.	Beg.	
			Amicus
			AmiPro
			Ms- Word 6.0
			Ms- Word 8.0
			Ms- Word 7.0
			Ms- Works
			WordPerfect 5.2 - WIN
			WordPerfect 6.1 - WIN
			WordPerfect 7.0 - WIN
			WordPerfect 8.0 - Corel
			WordPerfect 2000

Spreadsheets /Database

Exp.	Avg.	Beg.	
			Access
			ACT
			All In One
			dBase
			Excel
			Higgins
			Lotus 1-2-3
			Lotus Notes
			Paradox
			Profs
			Quattro
			TaxPro

Misc. Computer Skills

Exp.	Avg.	Beg.	
			CC Mail
			Exchange
			MS Mail
			Schedule Plus
			Windows 2000
			Windows XP
			Windows NT

Graphic/Presentation

Exp.	Avg.	Beg.	
			Adobe
			Corel Draw
			Freelance
			Harvard Graphics
			PageMaker
			PowerPoint
			Quark
			Visio

Computer Specialties

Exp.	Avg.	Beg.	
			Budgeting /Spreadsheets
			Conversions
			Programming Mainframe
			Programming on Spreadsheel
			Set Up Accounting Systems

Languages

Exp.	Avg.	Beg.	
			English
			Spanish
			Other: _____

Tax Accounting Experience

Exp.	Avg.	Beg.	
			Tax Rtns Individual
			Tax Rtns Corporate
			Tax Rtns Partnership
			Prepare 940's
			Prepare 941's
			Prepare 1099's
			International Tax
			Prepare 1098's
			Review Returns (Fed/St/Loc.)
			Multi-State Reviews
			Excise Tax
			Property Tax
			Sales & Use Tax
			Tax Accruals

General Accounting Experience

Exp.	Avg.	Beg.	
			Accounts Reconciliation
			Accruals
			Audit Schedules
			Bank Reconciliation (extensive)
			Bank Reconciliations (Moderate)
			Budgeting
			Computerized Systems
			Consolidations
			Contract Accounting
			Depreciation Schedules
			External Accounting (Public)
			Financial Accounting
			Financial Modeling
			Financial Statements
			Fixed Assets
			General Ledger
			Inter-Company Accts.
			Internal Audit
			Journal Entries
			Lease Accounting
			Managerial Accounting
			Manual Systems
			Month-end Closing
			Revenue Accounting
			Sales Audits
			Sarbanes Oxley
			SEC Reporting
			Trial Balance
			Year End Closing

Education / Certification/Licenses

Check all that apply

- High School Degree
- Two-year Associates Degree
- Four-year Bachelors Degree
- Masters' Degree
- Doctorate

- CFA
- CPA
- CIA
- CPP
- CMA
- CISA

- Series 6
- Series 7
- Series 63

Banking & Financial Institutions

Exp.	Avg.	Beg.	
			Adjustments
			Asset Management
			Backcard Receivables
			Banking Credit Analysis
			Broker/Trader
			Cash Flow
			Cash Management
			Deposit Preparation
			Financial Customer Service
			Investment Accounting
			Letters of Credit
			Mutual Funds
			Portfolio Manager /Advisor
			Proof Operator
			Remittance Processing Order
			Securities
			Series 6
			Series 7
			Series 63
			Teller
			Treasury Management
			Trust Department

Medical Accounting Experience

Exp.	Avg.	Beg.	
			Billing Third Party
			Champus Billing
			CPT4 Coding
			Elec. Billing Clerk
			Internal Billing Clerk
			EPIC
			HMO Billing
			Hospital Collections
			ICD9 Coding
			IDX
			IV Billing
			Medicaid Processor
			Medical Collections
			Medical Billing
			Medical Records Clerk
			Medicare Processor
			PPO Billing
			Reimbursement Clerk
			Third Party Billing Specialists

Inventory Experience

Exp.	Avg.	Beg.	
			Activity Based Accounting
			All Cost
			Costing of Inventory
			Direct Costing
			Job Order Costing
			Physical Inventory
			Process Costing
			Standard Costing

Transportation

Must Have Marta Access

Mortgage Lending Experience

Exp.	Avg.	Beg.	
			Assistant Auditor
			Auditor
			Collateral Loans
			Commercial Loans
			Consumer Loans
			Conventional Loans
			Document Control
			Due Diligence
			FHA - VA Loan
			FNMA /GNMA Loan
			Loan Analysis
			Loan Closing
			Loan Origination
			Loan Processing
			Loan Review
			Loan Servicing
			Loan Underwriting
			Mortgage Collections
			Mortgage Loans
			Shipping /Posting

Industry Experience

- Accounting
- Advertising
- Aerospace/Aviation
- Banking /Finance
- Chemical
- Communications
- Computer
- Construction
- Consulting
- Consumer Products
- Credit/Collections
- Defense
- Direct Marketing
- Education
- Electronics Mft/Distribution
- Employment
- Engineering
- Entertainment
- Food Services
- Government
- Health Care /Medical
- Hospitality
- Human Resources
- Insurance
- Investment /Brokerage
- Legal
- Manufacturing
- Mortgage
- Not For Profit
- Oil & Gas
- Payroll Services
- Pharmaceuticals
- Public Accounting
- Printing
- Publishing
- Real Estate
- Records Management
- Retail
- Sales
- Sanitary Services
- Service Industry
- Telecommunications
- Transportation
- Travel /Tourism
- Utilities
- Wholesale/Distribution
- Other: _____