

## Computer Accounting Technician DACUM

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The computer accounting technician will apply accounting principles and procedures to:

Communicate  
A

Write clearly and concisely A1	Use correct grammar and vocabulary A2	Use appropriate E-mail etiquette A3	Communicate orally A4	Use business etiquette A5	Prepare reports A6	Write correspondence A7	Ask questions for clarification A8
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c
Listen A9	Identify audience A10	Follow corporate communication policies A11	Read for comprehension A12	Seek feedback A13	Use telephone etiquette A14	Document A15	Follow directions A16
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c
Use non-verbal communication A17							
1 2 3 4a 4b 4c							

Reconcile  
B

Persevere B1	Problem solve B2	Compile and create supporting documentation B3	Identify errors B4	Identify inconsistencies B5	Create reconciliation reports B6	Create adjusting entries B7	Follow-up reconciling items B8
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c

Analyze  
C

Review and assess reasonableness C1	Make comparisons C2	Challenge assumptions C3	Develop and apply professional judgement C4	Make decisions C5	Prepare an analysis document/report C6
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c

Enter Data  
D

Be accurate and complete D1	Improve efficiency continuously D2	Use a systematic approach D3	Follow procedure D4	Be consistent D5	Check work D6	Prepare accruals D7	Work with debits and credits D8
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c

DACUM Skill Rating Scale:

Ratings on this scale are based on industrial performance standards.

1 - Can perform some parts of this skill satisfactorily but requires assistance and/or supervision to perform the entire skill.

2 - Can perform this skill satisfactorily but requires periodic assistance and/or supervision

3 - Can perform this skill satisfactorily without assistance and/or supervision.

4a - Can perform this skill satisfactorily with more than acceptance speed and quality.

4b - Can perform this skill satisfactorily with initiative and adaptability to special problem situations.

4c - Can perform this skill satisfactorily and can lead others in performing it.

Demonstrate a willingness to learn  
E

Be flexible E1	Adapt E2	Stay current (learn continuously) E3	Accept challenges E4	Take initiative E5	Develop professionally E6	Learn from past experience E7
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c

Generate Financial Statements  
F

See the "Big Picture" F1	Read financial statements F2	Work with liabilities, assets, equities, revenues & expenses F3	Prepare year-end adjusting entries F4	Prepare basic personal & corporate tax returns F5	Draft Note Disclosure F6	Draft Statement of Cash Flows F7	Draft a Balance Sheet F8
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c
Draft an Income Statement F9	Interpret financial statements F10						
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c						

Use technology  
G

Use fax G1	Use telephone G2	Develop and create spreadsheets with formulas G3	Create and format word processing documents G4	Use small business accounting programs G5	Apply technical skills to new programs G6	Use the Internet G7	E-Mail G8
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c
Use organizer software G9	Use an adding machine G10	Keyboard or type G11	Manage computer files G12	Use personal & corporate tax software G13	Solve basic computer questions G14	Use photocopiers G15	Follow company technology usage policies G16
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c

Organize  
H

Manage time H1	Clarify expectations H2	Set priorities H3	Meet deadlines H4	Work within scope of position H5	Manage physical work space H6	Follow company records management guidelines/procedures H7	Develop sorting and labelling processes H8
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c
Organize information in a clear and logical manner H9							
1 2 3 4a 4b 4c							

Be Ethical
I

Apply due diligence I1	Maintain confidentiality I2	Flag and report errors and problems I3	Maintain privacy (FIPPA) I4	Be honest I5	Practice integrity I6	Maintain objectivity I7	Follow corporate ethical guidelines (code of conduct) I8
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c
Follow laws and regulations I9							
1 2 3 4a 4b 4c							

Be professional
J

Represent organization in a positive way J1	Maintain a positive personal appearance J2	Maintain a positive work attitude J2	Maintain work/life balance J3	Maintain separation between personal feelings & professional responsibilities J4	Accept criticism J5	Follow through on commitments made to others J6	Be accountable J7
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c

Work with others
K

Participate in meetings K1	Maintain professional relationships with co-workers K2	Respect others K3	Be a "Team player" K4	Share information K5	Interpret non-verbal communication cues K6
1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c	1 2 3 4a 4b 4c