

## COMPUTER ACCOUNTING TECHNICIAN

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### DACUM Skill Rating Scale

- 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 competently without assistance or supervision.
- 4 - Can perform this skill competently without assistance with more than acceptable quality, and with initiative/adaptability to unique situations.

<b>DEMONSTRATE ORGANIZATIONAL SKILLS</b> A
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Use office equipment A1	Manage files A2	Demonstrate ability to multi-task A3	Demonstrate objectivity A4	Set priorities A5	Manage time A6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Demonstrate flexibility A7	Demonstrate reliability A8	Demonstrate accountability A9	Demonstrate attention to detail A10	Apply logic A11	Act in a responsible manner A12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Manage stress A13	Maintain a balance between work and personal life A14				
1   2   3   4	1   2   3   4				

<b>DEMONSTRATE COMMUNICATION SKILLS</b> B
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Communicate at the level of the audience B1	Listen actively B2	Interpret non-verbal communication B3	Use industry terminology B4	Demonstrate oral communication skills B5	Demonstrate written skills B6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Use basic math skills B7					
1   2   3   4					

USE SOFTWARE  
C

Use word processing software C1	Use spreadsheet software C2	Use email software C3	Use templates C4	Enter data C5	Use database software C6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Develop familiarity/comfort level with operating systems C7	Generate reports (manual/automated) C8	Use web browsers C9	Migrate data between software or operating systems C10	Use presentation software C11	Use accounting software (Great Plains, SAP, ADP) C12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Use scheduling software C13	Use tax preparation software C14				
1   2   3   4	1   2   3   4				

SOLVE PROBLEMS  
D

Identify alternative solutions D1	Act within scope of authority D2	Perform research D3	Corroborate information D4	Demonstrate accuracy D5	Integrate external information/knowledge D6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Analyse situation/problem D7	Determine approach for solution (e.g. refer, handle-a-lone etc.) D8				
1   2   3   4	1   2   3   4				

ACT IN A PROFESSIONAL MANNER  
E

Apply due diligence E1	Demonstrate team work skills E2	Interact with others E3	Maintain confidentiality E4	Demonstrate respect for the chain of command E5	Demonstrate critical thinking skills E6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Maintain currency E7	Conform to industry/business dress and department policies/expectations E8	Demonstrate respect for others E9	Use non-verbal cues appropriately E10	Apply company policies E11	Demonstrate patience E12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Demonstrate ethical behaviour E13	Demonstrate a commitment to lifelong learning E14				
1   2   3   4	1   2   3   4				

PREPARE TAX RETURNS  
F

Input data F1	Allocate revenue and expenses F2	Submit returns F3	Review revenue/expense documents F4	Compile revenue/expense documents F5	Apply carry forwards F6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Interpret tax regulations F7	Reconcile remittance accounts F8				
1   2   3   4	1   2   3   4				

PROCESS ACCOUNTS  
PAYABLE  
G

Issue cheques G1	Match A/P documents G2	Post vendor invoices G3	Reconcile outstanding statements G4	Verify accuracy of vendor invoice G5	Calculate currency conversions G6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Prepare GST and PST reports/remittance G7					
1   2   3   4					

PROCESS ACCOUNTS  
RECEIVABLE  
H

Match A/R documents H1	Create statements H2	Create invoices H3	Post payments and credits to customer accounts H4	Prepare bank deposits H5	Manage petty cash H6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Initiate collection H7	Prepare aged A/R report H8	Calculate allowance for doubtful accounts H9	Record write-downs H10		
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4		

PROCESS PAYROLL  
I

Apply deductions at source I1	Apply tax regulations I2	Calculate rate of pay I3	Enter time sheets I4	Calculate benefits I5	Prepare cheques I6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Process expense accounts I7	Prepare T4's and records of employment I8	Justify payments to employees I9	Prepare remittance forms I10	Comply with garnishment orders I11	Comply with labour laws and regulations I12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4

APPLY BASIC  
ACCOUNTING  
THEORY  
J

Comply with accounting standards J1	Evaluate business processes J2	Apply internal control J3	Apply risk management procedures J4	Assign chart of accounts codes to documents J5	Create chart of accounts codes J6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Reconcile accounts J7	Justify actions J8	Adapt theory to practice J9	Prepare adjusting entries J10	Calculate amortization J11	Maintain inventory records J12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Record value of assets and liabilities J13					
1 2 3 4					

PREPARE FINANCIAL  
STATEMENTS  
K

Prepare notes for financial statements K1	Comply with GAAP K2	Compile data K3	Comply with expected format standards K4
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4