

### DACUM Skill Rating Scale

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| <p>1 - Can perform some parts of this skill satisfactorily but requires assistance and/or supervision to perform the entire skill.</p> <p>2 - Can perform this skill satisfactorily but requires periodic assistance and/or supervision.</p> | <p>3 - Can perform this skill competently without assistance or supervision.</p> <p>4 - Can perform this skill competently with more than acceptable speed and/or quality and can teach the skill to others.</p> |
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 DEMONSTRATE  
 PROFESSIONAL  
 COMPETENCIES  
 A

### COMMON SKILLS AND ABILITIES (11 competencies)

Manage risk A1	Contribute to teams A2	Develop organization's policies and procedures A3	Apply professional skepticism A4	Participate in professional development A5	Comply with organization's policies 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
Conduct research A7	Maintain integrity (professional and non-professional) A8	Comply with professional code of ethics A9	Maintain objectivity A10	Apply organization's policies and procedures A11	Evaluate organization's policies and procedures 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
Plan strategically (i.e. short and long term) A13	Lead meetings A14	Plan/schedule meetings A15	Participate in meetings A16	Facilitate discussions A17	Motivate others A18
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 cross-disciplinary information A19	Improve organizational performance A20	Consult with others (IT, lawyers, etc.) A21	Demonstrate attention to detail A22	Commit to vision/mission statements A23	Generate new business A24
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 business etiquette A25	Participate in community A26				
1   2   3   4	1   2   3   4				

DEMONSTRATE  
PERSONAL  
COMPETENCIES  
B

Demonstrate compassion B1 1   2   3   4	Demonstrate patience B2 1   2   3   4	Set goals B3 1   2   3   4	Work in teams B4 1   2   3   4	Demonstrate adaptability B5 1   2   3   4	Respect diversity B6 1   2   3   4
Assess self (e.g. judgments) B7 1   2   3   4	Maintain accountability B8 1   2   3   4	Learn continuously B9 1   2   3   4	Apply critical thinking skills B10 1   2   3   4	Work within own strengths and limitations B11 1   2   3   4	Maintain confidentiality B12 1   2   3   4
Manage time B13 1   2   3   4	Prioritize tasks B14 1   2   3   4	Integrate personal and professional competencies B15 1   2   3   4	Demonstrate resourcefulness B16 1   2   3   4	Innovate B17 1   2   3   4	Demonstrate creativity B18 1   2   3   4
Demonstrate initiative B19 1   2   3   4	Mediate B20 1   2   3   4	Apply negotiation skills B21 1   2   3   4	Adapt to work within business environment B22 1   2   3   4	Develop a personal philosophy B23 1   2   3   4	Leverage diversity B24 1   2   3   4
Comply with personal code of ethics B25 1   2   3   4	Celebrate successes B26 1   2   3   4	Demonstrate interpersonal skills B27 1   2   3   4	Demonstrate enthusiasm and engagement B28 1   2   3   4	Multi-task B29 1   2   3   4	Demonstrate sympathy B30 1   2   3   4
Manage stress B31 1   2   3   4	Demonstrate confidence B32 1   2   3   4	Pay attention to detail B33 1   2   3   4	Apply business protocols B34 1   2   3   4		

**MANAGE HUMAN  
RESOURCES  
C**

Empower staff C1 1 2 3 4	Supervise staff C2 1 2 3 4	Promote organizational culture C3 1 2 3 4	Engage staff C4 1 2 3 4	Conduct performance reviews C5 1 2 3 4	Train others C6 1 2 3 4
Provide counseling C7 1 2 3 4	Provide mentoring C8 1 2 3 4	Provide coaching C9 1 2 3 4	Inspire others C10 1 2 3 4	Persuade others C11 1 2 3 4	Support others C12 1 2 3 4
Provide guidance C13 1 2 3 4	Teach C14 1 2 3 4	Lead others C15 1 2 3 4	Review employee responsibilities C16 1 2 3 4	Work within a multi-generational environment C17 1 2 3 4	Participate in teams C18 1 2 3 4
Interview staff C19 1 2 3 4	Comply with union contracts C20 1 2 3 4	Process payroll C21 1 2 3 4	Process payroll C22 1 2 3 4	Comply with legislative requirements C23 1 2 3 4	Hire staff C24 1 2 3 4
Recruit staff C25 1 2 3 4	Write job descriptions C26 1 2 3 4	Orient new staff C27 1 2 3 4	Discipline staff C28 1 2 3 4	Participate in succession planning C29 1 2 3 4	Coordinate volunteers C30 1 2 3 4

**MANAGE CAREER  
D**

Identify career potentials D1 1 2 3 4	Develop and review a career plan D2 1 2 3 4	Build on strengths D3 1 2 3 4	Set priorities D4 1 2 3 4	Measure progress D5 1 2 3 4	Manage work - life balance D6 1 2 3 4
Develop a mentor relationship D7 1 2 3 4	Assess strengths and areas for growth D8 1 2 3 4	Adapt to organizational structure/culture D9 1 2 3 4	Demonstrate team work skills D10 1 2 3 4	Demonstrate independent work habits D11 1 2 3 4	Demonstrate independent thinking D12 1 2 3 4
Build centres of influence D13 1 2 3 4					

MANAGE  
RELATIONSHIPS  
E

Build trust E1 1   2   3   4	Maintain accessibility E2 1   2   3   4	Manage conflict (internal and external) E3 1   2   3   4	Adapt to different styles E4 1   2   3   4	Manage crises E5 1   2   3   4	Value diversity E6 1   2   3   4
Clarify needs E7 1   2   3   4	Identify customer personal needs E8 1   2   3   4	Identify customer organizational needs E9 1   2   3   4	Focus on quality time E10 1   2   3   4	Respect strengths/limitations (own and others) E11 1   2   3   4	Create solutions E12 1   2   3   4
Demonstrate approachability E13 1   2   3   4	Apply the sales cycle E14 1   2   3   4	Develop rapport E15 1   2   3   4	Build client profiles E16 1   2   3   4	Build client loyalty E17 1   2   3   4	Demonstrate attention to detail E18 1   2   3   4
Find potential clients E19 1   2   3   4	Develop referral sources E20 1   2   3   4	Market services E21 1   2   3   4	Develop networks E22 1   2   3   4	Demonstrate selling skills E23 1   2   3   4	

MANAGE PROJECTS  
F

Contribute to cross functional teams F1 1   2   3   4	Determine deliverables F2 1   2   3   4	Delegate F3 1   2   3   4	Determine timelines F4 1   2   3   4	Facilitate meetings F5 1   2   3   4	Manage resources F6 1   2   3   4
Define resources F7 1   2   3   4	Create project plans F8 1   2   3   4	Evaluate progress F9 1   2   3   4	Monitor progress F10 1   2   3   4	Evaluate outcome F11 1   2   3   4	Conduct research F12 1   2   3   4
Provide reports F13 1   2   3   4	Prepare budget F14 1   2   3   4				

APPLY BUSINESS  
FUNDAMENTALS  
G

Apply business math G1 1 2 3 4	Forecast (revenue, cash, budget) G2 1 2 3 4	Interpret financial statements G3 1 2 3 4	Identify risks G4 1 2 3 4	Manage risks G5 1 2 3 4	Determine return on investment G6 1 2 3 4
Monitor budget G7 1 2 3 4	Interpret statistics G8 1 2 3 4	Keep financial records G9 1 2 3 4	Leverage business efficiency systems G10 1 2 3 4	Justify decisions G11 1 2 3 4	Evaluate decisions G12 1 2 3 4
Adapt business models G13 1 2 3 4					

DEMONSTRATE  
COMMUNICATION SKILLS  
H

Interpret non-verbal communication H1 1 2 3 4	Demonstrate presentation skills H2 1 2 3 4	Communicate at the level of the audience H3 1 2 3 4	Write effectively H4 1 2 3 4	Select media appropriate to the recipient and message H5 1 2 3 4	Develop strategies to influence people H6 1 2 3 4
Demonstrate active listening H7 1 2 3 4	Provide constructive feedback H8 1 2 3 4	Accept constructive feedback H9 1 2 3 4	Liaise between senior management and others H10 1 2 3 4	Use appropriate grammar mechanics H11 1 2 3 4	Network internally and externally H12 1 2 3 4
Chair meetings H13 1 2 3 4	Prepare a variety of documents H14 1 2 3 4	Ask clarifying questions H15 1 2 3 4	Articulate position H16 1 2 3 4	Use a variety of communication tools (e.g. email) H17 1 2 3 4	Read and comprehend H18 1 2 3 4
Negotiate H19 1 2 3 4	Apply common strategies and protocols H20 1 2 3 4				

**SOLVE PROBLEMS**  
I

Identify/clarify problem(s) I1 1   2   3   4	Trouble shoot I2 1   2   3   4	Develop solutions I3 1   2   3   4	Determine work flow I4 1   2   3   4	Create systems / processes I5 1   2   3   4	Implement solutions I6 1   2   3   4
Evaluate solutions I7 1   2   3   4	Manage change I8 1   2   3   4	Anticipate senior management needs I9 1   2   3   4	Participate in policy development I10 1   2   3   4		

**USE TECHNOLOGY**  
J

Manage office equipment J1 1   2   3   4	Use communication technology J2 1   2   3   4	Use presentation software J3 1   2   3   4	Use scheduling software (Outlook) J4 1   2   3   4	Use database software J5 1   2   3   4	Use spreadsheet software J6 1   2   3   4
Adapt to changes J7 1   2   3   4	Use word processing software J8 1   2   3   4	Use search engines / internet J9 1   2   3   4	Use corporate specific software J10 1   2   3   4	Judge quality / reliability of information J11 1   2   3   4	Set up media equipment J12 1   2   3   4
Manage personal communication devices (mobile technology) J13 1   2   3   4	Use office equipment J14 1   2   3   4	Select appropriate technology J15 1   2   3   4	Use customer relations software J16 1   2   3   4	Use publishing software J17 1   2   3   4	Use accounting software J18 1   2   3   4
Use web based conferencing software J19 1   2   3   4	Use project management software J20 1   2   3   4	Use social media J21 1   2   3   4			

**COMPLY WITH LAWS AND REGULATIONS**  
K

Comply with government regulations (FIPPA, PHIA, etc.) K1 1   2   3   4	Comply with municipal ordinances K2 1   2   3   4	Comply with international regulations K3 1   2   3   4	Comply with industry regulations K4 1   2   3   4	Comply with environmental regulations K5 1   2   3   4	Comply with corporate policy K6 1   2   3   4
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**ACCOUNTING STREAM (7 competencies)**

ADVISE ON ORGANIZATIONAL CORPORATE STRUCTURE  
L

Manage tax risk L1	Set up corporate account L2	Interpret corporate laws L3	Optimize efficiency e.g. non-profit, profit L4	Manage liability risk L5	Recommend changes in corporate structure L6
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 corporate laws L7					
1 2 3 4					

APPLY TAX LAWS AND REGULATIONS  
M

Interpret tax laws M1	Research tax law changes M2	Process tax returns M3	Advise on tax implications M4	Develop tax minimization strategies M5	Monitor for compliance M6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Analyze changes in tax laws M7	Use tax software M8	Prepare government reports/forms M9			
1 2 3 4	1 2 3 4	1 2 3 4			

PERFORM NON-FINANCIAL REPORTING (QUAL. & QUANT.)  
N

Prepare non-financial reports N1	Analyze non-financial reports N2	Review non-financial reports N3	Interpret non-financial reports N4	Present/discuss non-financial reports N5	Use non-financial reports N6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Work within organiz../operat. plan/objectives N7	Develop non-financial reports N8				
1 2 3 4	1 2 3 4				

ADVISE ON FINANCIAL CORPORATE STRUCTURE  
O

Develop internal controls O1	Implement internal controls O2	Monitor internal controls O3	Report audit O4	Develop audit plan O5	Conduct audit (internal and external) O6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Provide management report on deficiencies O7	Provide solutions O8	Perform value-for-money audit procedures O9			
1 2 3 4	1 2 3 4	1 2 3 4			

PERFORM TRANSACTIONAL ACCOUNTING  
P

Review transactional accounting P1	Approve transactional accounting P2	Identify accounting errors P3	Record transactions P4	Code transactions P5	Use chart of accounts P6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Balance transactions P7	Prepare supporting documentation P8	Reconcile accounts P9	Manage cash P10	Record payroll P11	Balance cash to transaction P12
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 accounts payable P13	Process accounts receivable P14	Manage inventory within supply chain P15	Process inventory transactions P16	Process capital asset transactions P17	Process investments P18
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 company shares P19	Process long term debt transactions P20	Interpret the nature of the transaction P21	Develop financials P22	Justify decisions/choices P23	
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	



**PRODUCE/PRESENT  
FINANCIAL REPORTS  
Q**

Identify trends (internal and external) Q1	Prepare a forecast Q2	Prepare a variance report Q3	Perform ratio analysis Q4	Investigate variances Q5	Explain variances Q6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Analyze variances Q7	Interpret financial statements Q8	Present/discuss financial reports Q9	Provide recommendations Q10	Use financial reports Q11	Analyze financial statements Q12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Analyze financial statements Q13	Apply accounting principles to governments Q14	Apply accounting principles to non-profits Q15	Apply accounting principles to for profits Q16	Apply accounting theory specific to business and/or industry Q17	Apply accounting theory (rules of accounting) Q18
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 financial standards Q19					
1 2 3 4					

**LEAD BUDGET  
PROCESS  
R**

Develop a budget R1	Incorporate new strategies R2	Review departmental resources R3	Allocate resources R4	Lead negotiation process R5	Build consensus R6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Integrate strategic plan R7	Apply appropriate budgeting models R8	Adapt various budgeting models R9	Prioritize need within resource limitations R10	Promote buy-in R11	Commit to implementation R12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Monitor progress R13	Facilitate corrective action R14				
1 2 3 4	1 2 3 4				

### FINANCIAL SERVICES STREAM (6 competencies)

#### MANAGE A FINANCIAL PLAN S

Develop a financial plan S1	Synthesize products with pension plans S2	Operate within scope of qualifications S3	Interpret a balance sheet S4	Determine client goals S5	Explain risks and benefits S6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Explain financial strategy S7	Demonstrate critical thinking skills S8	Demonstrate creativity S9	Execute financial plan S10	Distinguish needs for other specialists or expertise S11	Maintain data integrity (garbage in, garbage out) S12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Analyze client needs and goals S13	Review and evaluate the plan S14	Develop a financial strategy S15			
1 2 3 4	1 2 3 4	1 2 3 4			

#### MANAGE FINANCIAL ASSETS T

Advise clients T1	Identify potential investment fraud T2	Demonstrate a customer centric attitude T3	Identify client needs T4	Interpret policy and procedures T5	Explain policies and procedures T6
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 tax regulations and procedures T7	Differentiate between types of investments T8	Explain benefits of products and services T9	Select products appropriate to client needs T10	Sell products and services T11	Manage client privacy T12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Analyze financial plans, products, services T13					
1 2 3 4					

#### MANAGE FINANCIAL LIABILITIES U

Identify potential credit or identity fraud U1	Apply basic financial accounting principles U2	Assess credit risk U3	Manage loan application process U4	Coordinate third parties (C.M.H.C., lawyers, appraisers etc.) U5	Describe decision-making rationale U6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Comply with industry regulations U7	Manage risk U8				
1 2 3 4	1 2 3 4				

APPLY BASIC FINANCIAL  
INDUSTRY PRINCIPLES  
V

Apply basic math skills V1	Apply basic financial calculations specific to investments V2	Apply basic financial calculations specific to credit V3	Apply 5 C's of credit V4	Describe types of financial institutions and associated regulations V5	Read and interpret credit bureau reports V6
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4
Read and interpret a prospectus and information folder V7	Make estimates V8	Define credit V9	Explain revolving and non-revolving credit V10	Analyze credit V11	Explain registered vs. non-registered investments V12
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  
INSURANCE  
PRINCIPLES  
W

Assess insurance needs W1	Assess insurance risk W2	Differentiate between mortality and morbidity W3	Describe different types of insurance W4	Explain taxation laws & regulations W5	Apply taxation laws & regulations W6
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 plans to minimize taxation W7	Analyze insurance plan products & services W8	Review insurance claims W9	Explain insurance claim process W10	Apply basic estate planning principles W11	Explain misrepresentation within an insurance contract W12
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 insurance application process W13	Explain the underwriting process W14	Set-up the underwriting process W15			
1   2   3   4	1   2   3   4	1   2   3   4			

APPLY LEGAL  
REQUIREMENTS  
X

Explain contracts & legal documents X1	Execute contracts & legal documents X2	Interpret & explain powers of attorney X3	Explain different business structures and registrations X4	Interpret and explain wills X5	Manage estate disbursements X6
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 probate law X7	Apply marital law X8	Apply legal requirements X9	Apply corporate & business law X10	Apply conflict of interest principles X11	Apply fiduciary principles & practices X12
1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4	1   2   3   4

SELL  
Y

**MARKETING STREAM (5 competencies)**

Apply self discipline Y1	Adapt to changing environments Y2	Provide alternatives Y3	Think on feet Y4	Demonstrate resiliency Y5	Satisfy customer needs Y6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Analyze information Y7	Manage conversations Y8	Manage stress Y9	Gather information Y10	Align customer and organizational needs Y11	Accept feedback Y12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Close deal Y13	Motivate self Y14				
1 2 3 4	1 2 3 4				

CREATE DEMAND  
Z

Create brand Z1	Create advertising Z2	Plan events Z3	Manage events Z4	Generate ideas Z5	Demonstrate creativity Z6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Innovate Z7	Promote organizational culture Z8	Manage past customers Z9	Influence organizational culture Z10	Differentiate product/service Z11	Leverage social responsibility (environmental) Z12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Facilitate brainstorming Z13					
1 2 3 4					

**CREATE MARKETING PLAN  
AA**

Create timelines AA1	Set targets AA2	Determine media AA3	Strategize AA4	Target market AA5	Apply 4 P's (Product, Price, Promotion, Placement) AA6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Define metrics AA7	Measure results AA8	Adapt plan AA9	Define responsibilities AA10	Define roles AA11	Apply research methods AA12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Contribute to business plan AA13					
1 2 3 4					

**ANALYZE MARKET  
BB**

Analyze market segmentation BB1	Analyze channels to market segments BB2	Analyze competition BB3	Poll potential customers BB4	Conduct S.W.O.T. analysis BB5	Conduct customer surveys BB6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Identify best practices BB7	Predict trends BB8	Identify market trends BB9	Define market wants and needs BB10	Initiate change BB11	Contribute to feasibility study BB12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

**PROCURE GOODS AND SERVICES  
CC**

Assess products and services CC1	Manage inventory CC2	Negotiate with vendors CC3	Manage vendors and customers CC4	Determine product mix CC5	Analyze profitability CC6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Evaluate supply chain CC7					
1 2 3 4					

**DEMONSTRATE  
MARKETING SKILLS  
DD**

**OFFICE MANAGEMENT STREAM (5 competencies)**

Coordinate advertising DD1 1 2 3 4	Develop marketing material DD2 1 2 3 4	Place advertising DD3 1 2 3 4	Develop customer relations DD4 1 2 3 4	Select technology to reach target audience DD5 1 2 3 4	Promote corporate vision DD6 1 2 3 4
Promote corporate culture DD7 1 2 3 4	Contribute content to web page/site DD8 1 2 3 4	Identify target market DD9 1 2 3 4			

**NEGOTIATE  
CONTRACTS  
EE**

Interpret contract terms EE1 1 2 3 4	Practice due diligence EE2 1 2 3 4	Monitor contract EE3 1 2 3 4	Obtain sign-offs EE4 1 2 3 4	Negotiate deliverables EE5 1 2 3 4	Initiate payment EE6 1 2 3 4
Research alternatives EE7 1 2 3 4					

**MANAGE  
INFORMATION  
FF**

Apply conventions FF1 1 2 3 4	Label documents/files FF2 1 2 3 4	Respond to requests for information FF3 1 2 3 4	Determine relevance of information FF4 1 2 3 4	Interpret / classify information FF5 1 2 3 4	Retrieve information FF6 1 2 3 4
Secure information FF7 1 2 3 4	File documents FF8 1 2 3 4	Specify storage requirements FF9 1 2 3 4	Purge information FF10 1 2 3 4	Destroy information FF11 1 2 3 4	

**MANAGE FACILITIES  
GG**

Apply safe work practices GG1	Schedule facilities GG2	Coordinate contractors / maintenance GG3	Project space requirements GG4	Tender good and services GG5	Monitor contractors GG6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Perform minor maintenance GG7	Procure supplies GG8	Manage office supplies and furniture GG9	Manage inventories GG10		
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4		

**COORDINATE FINANCES  
HH**

Monitor budgets HH1	Approve office/facility expenses HH2	Apply business math HH3	Apply basic accounting skills HH4	Create reports HH5	Manage petty cash HH6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Monitor spending HH7	Administer payroll HH8	Process accounts payable/receivable HH9	Prepare government remittances HH10	Prepare invoices HH11	Prepare cheques HH12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Code expenses HH13	Prepare bank deposit / reconciliation HH14	Prepare purchase requisitions HH15	Reconcile credit card statements HH16	Apply financial guidelines HH17	
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	