



Pacific Placement Group, Inc.
260 California St, Ste 801, San Francisco, CA 94111

Today's Date _____

Name: _____

Position Desired: _____

Accounting/Financial Skills Check List

<u>Position Title Experience</u>	<u>Skills Experience</u>	<u>Accounting Software/Applications</u>
<input type="checkbox"/> Accounts Payable Clerk	<input type="checkbox"/> Cash Receipts	<input type="checkbox"/> Quickbooks (Pro)
<input type="checkbox"/> Accounts Receivable Clerk	<input type="checkbox"/> Collections	<input type="checkbox"/> Great Plains Accounting
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Bank Reconciliations	<input type="checkbox"/> Great Plains Dynamics
<input type="checkbox"/> Accounting Clerk	<input type="checkbox"/> General Ledger	<input type="checkbox"/> Peachtree
<input type="checkbox"/> Bank Teller	<input type="checkbox"/> Financial Statement Analysis	<input type="checkbox"/> Solomon IV
<input type="checkbox"/> Collector	<input type="checkbox"/> Full Cycle Month-end Close	<input type="checkbox"/> Oracle
<input type="checkbox"/> Accountant	<input type="checkbox"/> Full Cycle Year-end Close	<input type="checkbox"/> Oracle 11i
<input type="checkbox"/> Payroll Specialist	<input type="checkbox"/> Journal Entry Preparation/Post	<input type="checkbox"/> Cognos
<input type="checkbox"/> Payroll Manager	<input type="checkbox"/> Sarbaines Oxley Compliance	<input type="checkbox"/> Elite
<input type="checkbox"/> Revenue Accountant	<input type="checkbox"/> Audit Schedules	<input type="checkbox"/> MAS 90
<input type="checkbox"/> Staff Accountant	<input type="checkbox"/> Financial Reporting	<input type="checkbox"/> MAS 200
<input type="checkbox"/> Junior Accountant	<input type="checkbox"/> GAAP	<input type="checkbox"/> SAP
<input type="checkbox"/> Senior Accountant	<input type="checkbox"/> Aging Reportt	<input type="checkbox"/> Fox Pro
<input type="checkbox"/> GL Accountant	<input type="checkbox"/> Check Runs	<input type="checkbox"/> Platinum
<input type="checkbox"/> Cost Accountant	<input type="checkbox"/> Payroll	<input type="checkbox"/> Crystal Reports
<input type="checkbox"/> AP Manager	<input type="checkbox"/> Revenue Recognition	<input type="checkbox"/> JDEdwards
<input type="checkbox"/> AR Manager	<input type="checkbox"/> Prepaid Income/Expenses	<input type="checkbox"/> MS Excel
<input type="checkbox"/> Accounting Manager	<input type="checkbox"/> Fixed Assets	<input type="checkbox"/> MS Word
<input type="checkbox"/> Controller	<input type="checkbox"/> Voucher/Invoices	<input type="checkbox"/> MS Access
<input type="checkbox"/> VP of Finance	<input type="checkbox"/> Cash Handling \$_____	<input type="checkbox"/> ADP/Paychex
Other: _____	Other: _____	Other: _____
_____	_____	_____