



# ACCOUNTING TECHNICIAN QUALIFICATIONS & SKILL CODE SUPPLEMENT

## Accounting Technician 3

TYPE/PRINT IN INK - Please complete the application by typing or clearly printing in dark ink.

SOCIAL SECURITY NUMBER:    :    

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

NAME:

EMAIL ADDRESS:

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, the work experience and/or education section of your application form must clearly show that you have both **A** and **B** below. CHECK THE AREAS BELOW that are supported by your employment application materials:

A.  training or experience operating a ten-key calculator by touch; **AND** using a computer to enter, update, or retrieve information.

B.  three years of technical support accounting experience. Two years of the experience must have included: a) coding transactions and checking them for propriety; b) balancing; and c) resolving discrepancies in computer edits; **OR**

photocopy of my transcripts are attached that show at least 90 quarter (60 semester) credit hours from an accredited college, university, or vocational-technical school that includes 12 quarter (9 semester) hours in accounting.

*To receive credit for all required coursework, you must submit a photocopy of your transcripts.*

### Skill Codes

Listed below are skill areas which will assist state agencies in determining if you meet specific position requirements. Circle each code that describes your education or experience. Do this for only those skills you are willing to use on the job.

<input type="checkbox"/>	ACR	Posting and balancing accounts receivable.
<input type="checkbox"/>	APY	Posting and balancing accounts payable.
<input type="checkbox"/>	BKP	Solving bookkeeping problems.
<input type="checkbox"/>	CFI	Compiling financial information and preparing routine reports.
<input type="checkbox"/>	DBS	Using a spreadsheet or database in performing accounting duties.

<input type="checkbox"/>	ERR	Tracking errors through accounting records.
<input type="checkbox"/>	GAP	Applying governmental accounting practices and principles.
<input type="checkbox"/>	MPR	Updating master payroll records (e.g., gross pay adjustments, exemptions, insurance coverage, or voluntary deductions).
<input type="checkbox"/>	PAY	Gathering, reviewing, and entering payroll data.
<input type="checkbox"/>	PRB	Posting, reconciling, and balancing accounts.
<input type="checkbox"/>	SFM	Knowledge of the State of Oregon Statewide Financial Management System (SFMS).
<b>Check the range indicating your net keyboarding speed:</b>		
<input type="checkbox"/>	LTP	1-39 wpm
<input type="checkbox"/>	QTP	40-54 wpm
<input type="checkbox"/>	PTP	55+ wpm
<input type="checkbox"/>	NTP	No Keyboarding
Note: If you check higher skills (above), you will also be available for jobs with lower level skill(s).		

<b>SIGN AND DATE BELOW</b>	
<p>Any oral or written statement that is false, fraudulent, or misleading contained in this application and attached materials or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, dismissal from state service if discovered after employment, and in many circumstances, prosecution.</p> <p>I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and attached materials or requested its completion and that all statements contained herein are true and complete to the best of my knowledge.</p>	
<b>Signature:</b>	
<b>Date:</b>	

Accounting Tech 3 Skill Codes.doc Rev. 07-05

**ATTACH THE SUPPORT SERVICES SKILL CODE SUPPLEMENT TO THE BACK OF YOUR PD100 APPLICATION**