



APPENDIX A

JUNIOR ACCOUNTANT
(Time-Based)

O*NET 43-3031.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

| | <u>Approximate Hours</u> |
|---|--------------------------|
| A. <u>Workplace Orientation and Safety</u> | 500 |
| 1. Describe workplace organizational structure. 2. Describe workplace policies and procedures. 3. Comply with the employer building safety protocols. 4. Comply with the organizational health and safety (OHS) policy. 5. Orientation to company structures, business transactions and activities. 6. Orientation to company equipment, such as copier, scanner, computer, filing, storage. | |
| B. <u>Office Administration</u> | 500 |
| 1. Perform general office duties, such as filing, answering telephones, and handling routine correspondence. 2. Code documents according to company procedures. 3. Access computerized financial information to answer general questions as well as those related to specific accounts. | |
| C. <u>Basic Accounting Programs</u> | 1500 |
| 1. Demonstrate knowledge of Microsoft programs, such as Word, Excel, Access, PowerPoint, Outlook, etc. 2. Utilize Enterprise Resource Planning (ERP) systems, if applicable; | |

3. Effectively use latest accounting software, such as SAP, QuickBooks, Wave, Xero etc.;
4. Become oriented to company equipment, such as copier, scanner, computer, filing storage, among the others.
5. Review documents and historical backgrounds of reports that are filed, ensuring confidentiality of information.
6. Operate computers programmed with accounting software to record, store and analyze information.

D. Basic Accounting Practice

1500

1. Record and adjust journal entries for all business transactions.
2. Update and review accounts receivables, invoices and other accounts.
3. Reconcile, update and review accounts payables and other related accounts.
4. Assist in reconciling balance sheets, income statements and other financial reports based on legal accounting standards and company rules.
5. Assist in analyzing expenses, payroll and other assigned accounts.
6. Update financial databases to ensure accuracy of information and availability as required.
7. Prepare daily, weekly and monthly reports.
8. Aid senior accountants in the reconciliation of monthly, quarterly and yearly financial reports.
9. Assist in other accounting tasks in the office (related to tax files, copying of documents, etc.).
10. Organize and file reports.
11. Manage and cooperate regarding the efficient use of office supplies.
12. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes.
13. Receive, record, and bank cash, checks, and vouchers.
14. Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.
15. Reconcile or note and report discrepancies found in records.
16. Tax preparation (if applicable).

Total Hours 4000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to https://www.labor.ny.gov/workerprotection/publicwork/PW_faq1.shtm

APPENDIX B

JUNIOR ACCOUNTANT

RELATED INSTRUCTION

Workplace

Local, State and Federal Guidelines Affecting Accounting (if applicable)
Sexual Harassment Prevention – must comply with Section 201-g of the Labor Law

Trade Theory and Science

Introduction to Accounting
Financial Accounting
Managerial Accounting
Cost Accounting
Auditing
Accounting Software
Accounting Information Systems
Computer Information Systems
English Composition
Basic Arithmetic
Payroll Accounting
Spreadsheets
Databases
Basic Computer Skills

Business Skills

Business Ethics
Oral and Written Communication Skills
Working as Part of a Team
Time Management Skills
Customer Service, if applicable

Other Related Courses as Necessary

A minimum of 144 hours of Related Instruction are required for each Apprentice for each year.