

STATE OF OREGON

SC-03

SKILL CODE SHEET
Complete and Attach to Your Application
For the Following Jobs:

0210* Accounting Technician 1

0211* Accounting Technician 2

0212* Accounting Technician 3

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.

ACR Posting and balancing accounts receivable.

APY Posting and balancing accounts payable.

BKP Solving bookkeeping problems.

CAL Operating a ten-key calculator by touch.

CFI Compiling financial information and preparing routine reports.

DBS Using a spreadsheet or database in performing accounting duties.

ERR Tracking errors through accounting records.

GAP Applying governmental accounting practices and principles.

MPR Updating master payroll records (e.g., gross pay adjustments, exemptions, insurance coverage, or voluntary deductions).

PAY Gathering, reviewing, and entering payroll data.

PRB Posting, reconciling, and balancing accounts.

SFM Knowledge of the State of Oregon Statewide Financial Management System (SFMS).

Check the range indicating your net keyboarding speed:

___ 1-39 wpm - LTP

___ 40-54 wpm - QTP

___ 55+ wpm - PTP

___ No keyboarding - NTP

NOTICE

By signing this form, I certify that I have the above indicated qualifications and skills.

Signature

Social Security Number