

## Sample Apprenticeship Posting: Bookkeeping/ Accounting

### What Will You Do:

Summary of the role and activities

The apprentice Accountant tracks and prepares financial information by maintaining and reconciling accounts and creating reports. You will provide support to the financial accounting department by managing daily accounting tasks. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information is accurate and immediately available when needed
- Assist senior accountants in the preparation of monthly/yearly closings

### Who You Are:

Preferring mindsets and interests

- **Technical Mindset:** Technology does not have to be life, but it helps if you want to learn about and work with it. Some basic familiarity with the use of computers, hardware, and peripheral devices.
- **Analytical:** You are good with numbers and enjoy working through details
- **Quality Focused:** You like when things are done correctly and with precision.

### What You Have Done:

Educational Requirements for Applying Candidates

Applicants should be able to communicate clearly and concisely, both verbally and in writing.

Applicants should also be on track to master the following arithmetic competencies by the beginning of the apprenticeship in order to access potential college-level training content (as outlined in College Board Accuplacer Program Manual, October 2016):

- Can perform the basic arithmetic operations of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and mixed numbers
- Can make conversions among fractions, decimals, and percentages

## What You Will Learn:

Occupational Competencies the apprentice will develop in the role

- **General Accounting Principles:** Common set of accounting principles, standards and procedures that companies must follow when they compile their financial statements.

Foundational Competencies the apprentice will develop in the role

- **Critical Thinking:** Understand that most products can be made in multiple ways and identify the most efficient way to make a given piece (e.g., use a mill to prepare a piece and then a grinder to finish it). Able to select the right tool to use given the piece being made, the material and the requirements (e.g., finishing, tolerance).
- **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one, utilizing technical common sense to reduce overall impact of decisions.

## Apprenticeship Certifications

- This apprenticeship will include a minimum of 2 college courses