

Skills Required by an Accountant

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Skills Required by an Accountant

- Numerous organizations conduct recurring surveys of businesses to determine required skills.
- These are common results for individuals entering a company at many levels above the very lowest level of employment the company has.

Skills Required by an Accountant

- The ability to communicate in verbal, written, and physical settings.
 - Can the individual communicate via a system such as a telephone?
 - Can the individual communicate via a system such as e-mail?
 - Can the individual conduct a professional level presentation in a meeting?

Skills Required by an Accountant

- Can the individual work as a team member?
 - Seldom does one find someone who knows all the answers so teams are frequently assembled.
 - Teams have a synergic effect – their collective knowledge is often significantly above the sum of their individual knowledge.

Skills Required by an Accountant

- Can the individual work as a team member?
 - Teams consisting of several department or division representatives strengthen the degree of ownership in the activity within those departments and divisions.
 - Being a team dominator is not the same as being a team leader or member.

Skills Required by an Accountant

- Does the individual have analytical skills?
 - This steps beyond “Can you read and explain an income statement?”
 - Can the individual look at a problem, initiate a solution through the Planning process, ask advice, and evaluate the feedback?

Skills Required by an Accountant

- Does the individual have analytical skills?
 - Businesses hire problem solvers, not problem creators.
 - The catch phrase of “thinking outside the box” is too often used and not often enough found. It defines someone who actually knows more than just one process, such as accounting, so, the next item.

Skills Required by an Accountant

- Does the individual have business knowledge?
 - This is a broad statement.
 - Does the individual know who he or she reports to?
 - Does the individual report to that person properly?
 - Does the individual appreciate timelines and deadlines?

Skills Required by an Accountant

- Does the individual have business knowledge?
 - Does the individual consider Cost / Benefit properly?
 - Does the individual know who he or she can go to for help or assistance?
 - Does the individual know what can and cannot be done in a business environment?

Skills Required by an Accountant

- Does the individual have adequate accounting knowledge?
 - Companies do not like to hire the bare bones recruit that needs bootstrap training, it costs money and consumes the time of others.
 - Virtually every company today is utilizing computerized accounting software. Is the individual capable of using it properly?

Skills Required by an Accountant

- Does the individual have adequate accounting knowledge?
 - Does the individual understand the impact of revenues, expenses, and expenditures on capital resources and owners' equity?
 - When posed with an accounting question by another company member, can the individual answer the question clearly?

Skills Required by an Accountant

- Does the individual have adequate office application skills?
 - There are several office application systems in use today, Microsoft Office is the most common.
 - Can the individual use the various applications such as Word, Excel, Access, PowerPoint, and Outlook properly and effectively?

Skills Required by an Accountant

- The #1 and #2 skills I look for in an applicant are:
 - A willingness to learn, and
 - A willingness to try and fail without losing interest or perseverance in the next challenge.

Skills Required by an Accountant

- Instant killer – I cannot do that, you should ask someone else.
- Try, learn, and grow.

Skills Required by an Accountant

The End.