

List of Certification Skills for

Accounting II

- ✓ Using problem solving skills of analysis, formulating a plan, and evaluating a solution
- ✓ Performing accounting functions for a corporation
 - Analyzing the articles of incorporation
 - Issuing stock and declaring dividends
 - Preparing financial statements and corporate tax returns
- ✓ Using ratios to analyze financial statements
 - Determining business liquidity including current, quick, and cash ratios
 - Calculating business profitability
- ✓ Employing managerial accounting concepts
 - Conducting cost-volume-profit analysis
 - Identifying job order, process, activity-based, and project costing
 - Calculating the cost of goods sold and overhead rates
- ✓ Planning and using financial resources
 - Exploring the capital budgeting process
 - Recording depreciation
 - Determining cash flow
 - Explaining the role of financial planning (both short and long term)
 - Securing financing for a company
- ✓ Describing laws and regulations affecting business operations and transactions
- ✓ Assisting business decision making
 - Accessing, processing, maintaining, evaluating and disseminating financial information
 - Using automated financial programs for accounting
- ✓ Communicating financial information through appropriate media