

Bookkeeping Fundamentals (U.S.)

Assessment Fact Sheet

Overview

The Bookkeeping Fundamentals (U.S.) test measures a candidate's knowledge of bookkeeping tasks and functions. This test is designed for accounting clerks and others who handle bookkeeping tasks.

Job Family/Title	Bookkeeper/Office Manager/Financial Analyst
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Details

Average Testing Time (minutes)	25 minutes
Allowed Time (minutes)	90 minutes
Maximum Number of Questions	30 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice - Adaptive
Product Category	Finance

Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge of bookkeeping tasks and functions. The following areas are covered:

- Accounts Payable
- Accounts Receivable
- Adjusting Entries
- Business Math Conversions
- Cash
- Financial Statements
- Fixed Assets
- Inventories
- Liabilities
- Payroll
- Recording Transactions
- Taxes