

Accounting Officer

Test Preparation Material

Category Breakdown

- Accounting/Bookkeeping: Fundamental knowledge related to bookkeeping and accounting to include debit, credit, asset, and liability terminology, invoices, purchase orders, preparing and reviewing financial statements.
- Math: Calculations using addition, subtraction, multiplication, division, percentages, and fractions.
- Reading Comprehension: Reading a document to recall, predict, and/or infer.
- IT: Spreadsheet: Navigating software applications.