

# Bookkeeping, Accounting, Auditing Clerk – Short Form

## Assessment Fact Sheet

### Overview

The Bookkeeping, Accounting, and Auditing Clerk solution is for entry-level positions that involve entering numerical data into computer systems and maintaining financial records. Sample tasks for this job include, but are not limited to: entering financial data into computers; checking financial records for accuracy; perform routine computations on financial data. Potential job titles that use this solution are: Accounting Clerk, Bookkeeper, Accounting Associate, and Accounts Receivable Clerk.

Job Level	Entry-level
Job Family/Title	Business Suite

### Details

Average Testing Time (minutes)	49 minutes
Maximum Number of Questions	179 items (132 items on average)
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple choice, Multiple choice – adaptive, Simulation

### Knowledge, Skills, Abilities and Competencies Measured

**Data Entry Skills:** This is a measure of speed and accuracy when typing presented data into fields on a computer form. Specific skills that are measured include data entry speed, data entry accuracy, and error recognition.

**Conscientiousness:** This component measures the tendency to exhibit personal responsibility, follow rules and guidelines, and complete work thoroughly and precisely. This trait is characterized by trustworthiness, fulfilling commitments, dedication to the completion of all work tasks completely and accurately, and organization.

**Service Professionalism:** This is a measure of the tendency to have potential for success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.

**Quantitative Ability:** This assessment measures the ability to comprehend numerical information in a variety of formats. It provides an indication of how an individual will perform when working with numbers, money, tables, bar charts, pie charts, records, analysis reports, and other data found in the workplace. Quantitative skills are commonly required for a variety of jobs at many different levels. Because this test utilizes computer adaptive technology, it is suitable for unproctored use.

**Drive for Success:** This component measures the tendency to set and accomplish challenging goals, to believe in one's own ability to get the job done, and to assert one's influence to drive others towards a common goal. This trait is characterized by working hard, demonstrating optimism in the face of adversity, and negotiating effectively with others to accomplish goals.

## Example Questions

<b>Invoice#:</b>	707859734216	<b>Date:</b>	2/23/2001
<b>Last Name:</b>	Singleton	<b>First Name:</b>	Lorren
<b>Street Address:</b>	2571 North Wilson Street	<b>City:</b>	Decatur
<b>State:</b>	GA	<b>Zip Code:</b>	24589
<b>Product:</b>	TG18560C	<b>Amount:</b>	2745.83

Enter the data from the image above into the fields below:

<b>Invoice#:</b>	707859734216	<b>Date:</b>	2/23/01
<b>Last Name:</b>	Singleton	<b>First Name:</b>	Lorren
<b>Street Address:</b>	2571 North Wilson...	<b>City:</b>	Deca...
<b>State:</b>		<b>Zip Code:</b>	
<b>Product:</b>		<b>Amount:</b>	

The on-the-job help I've gotten from supervisors I've had has been:

- a)  outstanding
- b)  very good
- c)  good
- d)  fair
- e)  poor
- f)  none of my supervisors has really helped me

**Choose which of the two statements below is more true of you.**

- a.)  I think I have some shortcomings that affect my work.
- b.)  Achieving personal success is very motivating for me.

One of your employees earns \$24 per hour when working overtime.

How much overtime pay does she earn if she worked 7 hours and 45 minutes of overtime?

- a.)  \$174
- b.)  \$180
- c.)  \$186
- d.)  \$192
- e.)  \$198

## Example Reports

**Detailed Report: (Business Suite 5.5) Bookkeeping, Accounting, Auditing Clerk - Short Form**

Recruiter | 
 Interview | 
 Development

Back ← | 
 Print → | 
 PDF →

**Applicant Information**

**Name:** Biz Suite  
**Application Date:** Thu Mar 25 10:17:00 EDT 2010  
**Applicant ID:** 3824  
**Session ID:** 04727746328040  
**Library:** Selection

This report is confidential and its contents are intended to assist in the prediction of an applicant's work behavior. If you would like more information about this interpretive report or other products that PreVisor offers, please contact your account representative.

**Overall Score**

**Recommended** ✓

	Low	Medium	High
Percentile	30	70	100
<b>Overall Score</b>	99 <span style="font-size: 0.8em;">◆</span>		

**Detailed Results**

	Low	Medium	High
Percentile	30	70	100
<b>Quantitative Ability</b>	93 <span style="font-size: 0.8em;">◆</span>		
<b>Drive for Success</b>	100 <span style="font-size: 0.8em;">◆</span>		
<b>Conscientiousness</b>	89 <span style="font-size: 0.8em;">◆</span>		
<b>Data Entry Skills</b>	61 <span style="font-size: 0.8em;">◆</span>		
<b>Service Professionalism</b>	97 <span style="font-size: 0.8em;">◆</span>		

**Score Interpretation**

**Quantitative Ability**

This assessment measures the ability to comprehend numerical information in a variety of formats. It provides an indication of how an individual will perform when working with numbers, money, tables, bar charts, pie charts, records, analysis reports, and other data found in the workplace. Quantitative skills are commonly required for a variety of jobs at many different levels.

This report provides information regarding an individual's ability to solve math problems using basic arithmetic skills to complex algebra skills, comprehend graphs, tables and charts, make inferences from numerical data, compare and contrast numerical data, and evaluate quantities to arrive at a correct judgment.

This individual demonstrates an above average level of quantitative ability compared to others in similar job levels. This person is likely to be very skilled at quickly and accurately performing mathematical computations and identifying patterns and trends in numerical data presented in various formats. He/she appears to be able to reach well-reasoned decisions from complex numerical data.

At work, this individual should be able to comprehend and work with complex numerical data without difficulty. Compared to others, this person is adept at generating effective solutions and making decisions that involve the use of numerical information.

**Drive for Success**

This component measures the tendency to set and accomplish challenging goals, to believe in one's own ability to get the job done, and to assert one's influence to drive others towards a common goal. This trait is characterized by working hard, demonstrating optimism in the face of adversity, and negotiating effectively with others to accomplish goals.

This candidate is likely to seek out challenging goals and tends to be confident in his or her abilities. The candidate likely has a positive outlook and will likely seek to compete with and/or lead coworkers. The candidate will generally come across as highly motivated and optimistic, and may use these qualities to direct coworkers toward a common goal.

**Conscientiousness**

This component measures the tendency to exhibit personal responsibility, follow rules and guidelines, and complete work thoroughly and precisely. This trait is characterized by trustworthiness, fulfilling commitments, dedication to the completion of all work tasks completely and accurately, and organization.

This candidate will likely follow all rules and regulations and can be trusted with sensitive information. He or she can be relied upon to complete all assigned tasks even if the task is mundane or uninteresting. The candidate will likely be organized and make plans to ensure work is completed in a timely manner and is of the highest quality.