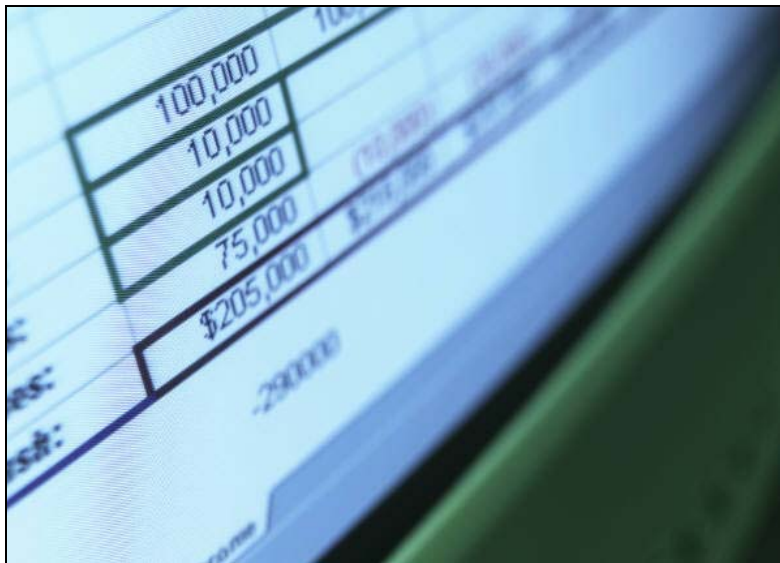


So You Want to Be an Accounting Clerk?



A career-preparation guide from



Version 1.1
Revised October 22, 2008

www.dpstelecom.com • 1-800-622-3314

"We protect your network like your business depends on it"™

© Copyright 2008 DPS Telecom

All rights reserved, including the right to reproduce this guide or portions thereof in any form without written permission from DPS Telecom. For Information, please write to DPS Telecom
4955 E. Yale Ave., Fresno, CA 93727-1523 • Call: 1-800-622-3314 • Email: info@dpstele.com Printed in the U.S.A.

A Career-Preparation Guide from DPS Telecom

This guide is produced by DPS Telecom of Fresno, California. By mastering the skills and challenges contained within, you can prepare yourself for a career in Accounting at DPS Telecom or with just about any other employer.



So you want to be an Accounting Clerk?

The field of accounting offers stimulating and challenging work that is constantly evolving. A career in accounting can be a fulfilling and rewarding experience. However, you must have the necessary abilities and attitudes to succeed. You need to have experience with a variety of software, accounting tools, and you must be willing to constantly expand your skill set to keep up with employer demands. There are a wide variety of professional business opportunities available in the accounting field. The three traditional sectors of accounting include: public, private, and government. No matter what area of accounting you work in you must have sharp skills be at the top of your game.



This Career Preparation Guide will help you identify the key attitudes and skills necessary to succeed in today's job market. It will provide you with valuable resources for learning or improving your skills, and will give you examples of employees who applied these skills and attitudes to their career at DPS Telecom. At the end of this guide you will find a basic assessment test that will allow you to test your skill level.

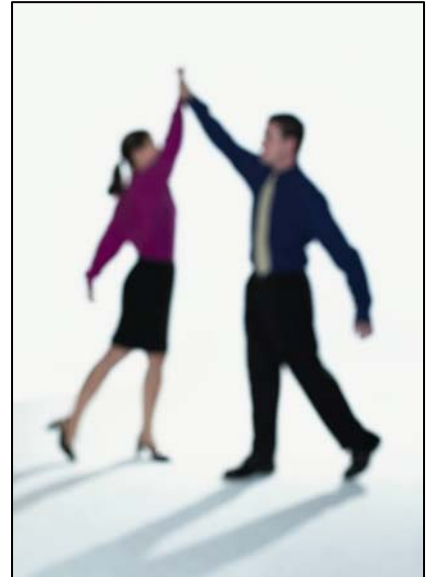


**Join the Team that
Makes The World Work!**

Send your resume to:
resume1@dpstele.com

Necessary Attitudes to succeed in Business

- Have a **“Put Me In, Coach!”** mentality. You not only have to want to succeed you must show and let others know that you want to succeed.
- You must constantly be improving and **learning new accounting skills**. Stay on top of industry developments by reviewing trade literature.
- **Stay focused**. Work out a five-year goal and the sub goals you will need to accomplish to reach your overall goal. Write down your goal and share it with others.
- **Organize your time**. Identify high priority projects that are going to get results. Concentrating on these pressing assignments will keep you moving forward in your current position and in your career.
- **Fail fast and learn from your mistakes**. Correct any mistakes you make and use them as a learning experience.



About DPS Telecom

If you want more from life than a 9-to-5 job, DPS Telecom will give you tough challenges, high expectations, and exceptional opportunities. We hire only potential leaders who want to excel from Day One. We can teach you basic leadership and trade skills — we're looking for people with the drive and desire to succeed.

DPS Telecom provides excellent career opportunities for new graduates and current students. Apply the knowledge and skills you acquired during your educational career to a rewarding career at DPS Telecom.

DPS Telecom is an **equal opportunity employer** and offers competitive salaries and first-class **benefits**, including health, vision, dental, life insurance, employee carwash program, and an employer 401(k) plan.

This is your chance to be one of the people who make the world work. DPS Telecom creates technology that supports essential modern communications — the landline and cellular phone networks, the Internet, and 911 service. DPS Telecom products guarantee the reliability of telecommunications networks on all seven continents. Your work here will literally help millions of people.

Join a world-class, career-building company without leaving Fresno. At DPS Telecom, you'll work for a highly respected, industry-leading company and solve problems for national and global clients.

To learn more about DPS Telecom visit our web site at www.dpstele.com

Necessary Skills/ Abilities to Succeed in an Accounting Career

- Enhancing your expertise by **obtaining a degree and/or certification** in accounting will require hard work, but it also will bring tremendous value to your career, and show employers that you have a long-term commitment to your profession. Do research on line to help you locate schools in your area that provide accounting certification programs.
- **Become an expert at spreadsheets.** You must know simple and complex formulas; know how to create charts; and be somewhat familiar with macros. Download a free trial of MS office software and use their Help functions to learn more about the software. You can visit Microsoft's web site at: <http://office.microsoft.com/>
- Maintain an above average **typing and 10-Key** speed. In today's world of computerized accounting it is more and more necessary to have above average speeds in typing and data entry. www.typingtest.com allows you to test your typing speed and also offers tools to help you increase your speed.
- **Communication is essential** to being an effective team member. As an accounting professional, you must be able to convey complex information in terms that everyone can understand. Verbal communication is not everything. You must also work on your interpersonal and writing skills. You can improve your communication skills by involving yourself in organizations or clubs where you will be interacting with others you may consider taking a leadership role in a local club or organization.



A word to the experienced professionals

Maybe you already have a lot of accounting experience. Maybe you've been a professional accountant for years. While the years of experience and knowledge you have are valuable it does not make you exempt from improving your skills. While you may already have the core skills needed to perform the job you will need to focus your skills accordingly based on your employers accounting practices. Remember: rogue employees who insist on doing everything their own way are bound to fail because they drag down the effectiveness of their teams.

Think you're prepared for the challenge?

Have you agreed with this guide so far? Do you believe that you must have certain core skills and constantly improve to be successful in accounting? Do you think that the goals of the team are most important? If so, we want to hear from you!

Get Started on Your Challenge Now!

When you turn the page, you'll find a series of accounting resources and challenges. If you have the talent and drive to successfully work through all of them, learning new skills when necessary, you may have what it takes to be a successful Accounting Clerk (and there may be a DPS Telecom interview in your future).

Chapter 1: Basic Math

Use the following information to answer questions 1-3: The table shown below has positive and negative numbers entered in the rows and columns. Use this table to answer questions 1 through 3.

678.98	321.54	-439.07
32.12	-647.28	-271.99
1145.16	722.63	-951.63

1) The total of the second column is:

- a) -759.92
- b) -399.89
- c) 396.89
- d) -887.15

2) The total of the first row is:

- a) 561.45
- b) 1209.26
- c) 1343.37
- d) -871.63

3) The total of the third column is:

- a) 916.16
- b) 238.15
- c) 1662.69
- d) -1662.69

4) Eric Co. borrows \$100,000 from ABC Bank on April 1, 2002. The interest rate on the loan is 12 percent annually, non-compounding, with interest to be paid each July 1 and January 1 for as long as the loan is outstanding. The loan can be renewed April 1 of each year thereafter. On July 1, 2002, Eric paid the bank the interest owed as of that date, with cash. The amount of interest expense Eric Co. will report on its accrual basis income statement for the year ended December 31, 2002 is:

- a) \$12,000.00
- b) \$3,000.00
- c) \$0.00
- d) \$6,000.00
- e) None of the above.

5) As of December 31, 2007, Stoneland Corporation has assets of \$3,500 and stockholders' equity of \$2,000. What are the liabilities for Stoneland Corporation as of December 31, 2007?

- a) \$1,500.
- b) \$1,000.
- c) \$2,500.
- d) \$2,000.

Chapter 2: Accounting Terms and Principles

- 1) Generally accepted accounting principals are:
 - a) A set of standards and rules that are recognized as a general guide for financial reporting.
 - b) Are established by the IRS
 - c) Used to resolve ethical dilemmas
 - d) Fundamental truths.

- 2) Freight charges on goods purchased for resale are accounted for as
 - a) Manufacturing costs.
 - b) Product costs.
 - c) Period costs
 - d) Variable costs.

- 3) Which financial statement reports assets, liabilities, and stockholder equity?
 - a) Income statement
 - b) Balance sheet
 - c) Statement of cash flows.
 - d) Retained earnings statement

- 4) In the space below write out the Fundamental Accounting Equation.

- 5) Posting:
 - a) Done before journalizing
 - b) Transfers journal entries to ledger accounts
 - c) Is a revenue

- 6) Which accounts usually have debit balances?
 - a) Assets, expenses, and retained earnings
 - b) Assets, expenses, and revenues
 - c) Assets, liabilities, and dividends
 - d) Assets, dividends, and expenses

- 7) Cost of goods sold is classified as what type account?
 - a) Asset
 - b) Expense
 - c) Liability
 - d) Revenue

- 8) Depreciation is a:
 - a) Decline in an asset's fair market value.
 - b) Matter of valuation.
 - c) Means of cost allocation.

Chapter 3: Excel

Worksheet #1

Using Excel develop a loan amortization schedule for a loan taken out on the 7th of this month for a \$4,950.00 loan with annual interest of 10% compounded monthly. The loan requires quarterly payments of principle and interest over the 10-year life of the loan.

The amortization schedule should show monthly:

- Balance of remaining principle
- Accrued interest
- Scheduled payments with their application to principle and interest

Worksheet #2

In Excel develop a lead schedule for accumulated depreciation and current depreciation expense for the following 4 assets

Assets	Purchase Price	Date Purchased	Asset Life
4 Door Sedan	32,000.00	7/17/06	7 years
Stamping Machine	68,000.00	3/23/03	12 years
Storage Building	168,000.00	2/23/02	30 years
Computer	2,800.00	5/19/2007	3 years

Worksheet should enable the entry of current calendar year and month. It should then compute the accumulated depreciation for each asset as of the end of that month. It should also compute the current year to date depreciation expense for each asset.

Finished?

Have you completed all of the challenges in this guide? If so, take a moment to congratulate yourself. Just about everyone dreams of starting a new career, but few people ever work hard to make it happen. By investing your time and effort, you have taken a valuable first step toward becoming an accounting professional.

Don't forget to contact DPS Telecom to let us know that you've successfully worked your way through this guide. There could be an interview (and a career in accounting) waiting for you.

DPS Telecom Accounting Success Story

Rosa Maravilla moved into the accounting department through hard work and cross training!

Rosa Maravilla began working part time as the production secretary. She used the “Put me in, Coach!” mentality to prove to her co-workers and management that she was a consistent and reliable worker. Because Rosa was flexible and willing to learn new skills she was given the opportunity to work in the Purchasing department. After gaining some experience as a buyer Rosa was able to move into the accounting department as an accounts payable clerk. “As a new employee, if I ever found myself with nothing to do I would ask my manager for more assignments. As a result, I was cross-trained within many departments,” Rosa tells us.



Rosa Maravilla
DPS Telecom

She made a plan and put it to work!

Asking for more assignments was not enough to help Rosa move into her new position. She also had to produce a consistent, high quality result for every project she worked on. “Being good isn’t enough,” she said, “you have to be great! I set goals for myself because I want to be successful. If you don’t have a plan it’s easy to loose track of where you are and where you want to go.”

Rosa made use of her personal time to learn useful skills that would help her advance in her career. This required that she organize her time effectively. “Making time to improve my skills was my number one priority. I sat down with my manager and made a list of all the skills I needed to improve. I then worked out a learning plan and schedule that outlined specific goals and deadlines. As I began my training I had many questions and made some mistakes. I used a notebook to keep track of questions I had and new lessons I learned. I made sure that I was learning something new every step of the way.”



Help Wanted:

Accounting Clerk

Work for a company that respects everything you do to keep expenses down and profitability up. DPS Telecom seeks accounting professionals who prize accuracy, steady productivity and hard work. As a member of the DPS Telecom accounting team, you'll work in a unique environment of clear direction, standardized accounting procedures, teamwork and freedom to think creatively. Here's your chance to advance your personal skills and your career opportunities.

Required Skills

- Intermediate to Advanced Excel Skills
- Type 35+ WPM
- 10 Key by Touch
- AA in Accounting or related field
- Strong Analytical and Process improvement skills
- Resourceful, flexible, willing to take on new projects
- Strong Interpersonal Communication Skills

If you are looking for a new challenge and a place where you can expand your skills and grow with the company, DPS has a challenging position waiting for you. Send your resume and completed challenge to resume1@dpsetele.com

To learn more about DPS Telecom visit our web site at www.dpstele.com

20 Defining Characteristics Of DPS Employees

DPS Telecom employees....

1. Focus on results that achieve total client satisfaction; they do not mistake effort for success
2. Have personal goals that are aligned with the goals of their department and company
3. See themselves as experts in their area
4. See themselves as role models for their colleagues
5. Have great attitudes and bring positive energy to their team
6. Follow through on their commitments
7. Are “divergent thinkers” who do not hesitate to use multiple channels of information in order to achieve their objectives.
8. Take personal pride in their work
9. Know what it means to “grow their position” and are committed to that endeavor
10. Are empowered to improve themselves, their tools, and their processes, within the context of their position.
11. Are quick to welcome, train and assimilate new employees
12. Are team players, they measure success on the whole, not the parts
13. Understand the importance of time, they practice “quick and fluent communication”
14. Set and achieve their goals
15. Learn from their mistakes
16. Are never satisfied; they realize that a first class company continuously evolves.
17. Respect other departments personnel, processes, and timeliness
18. Follow the direction of their supervisors and managers
19. Follow DPS Telecom’s best practices.

20. Are proud to be DPS Employees!



"Your Partners in Network Alarm Monitoring"

DPS Telecom is Hiring Accounting Clerks!

www.dpstelecom.com
1-800-622-3314



resume1@dpstelecom.com