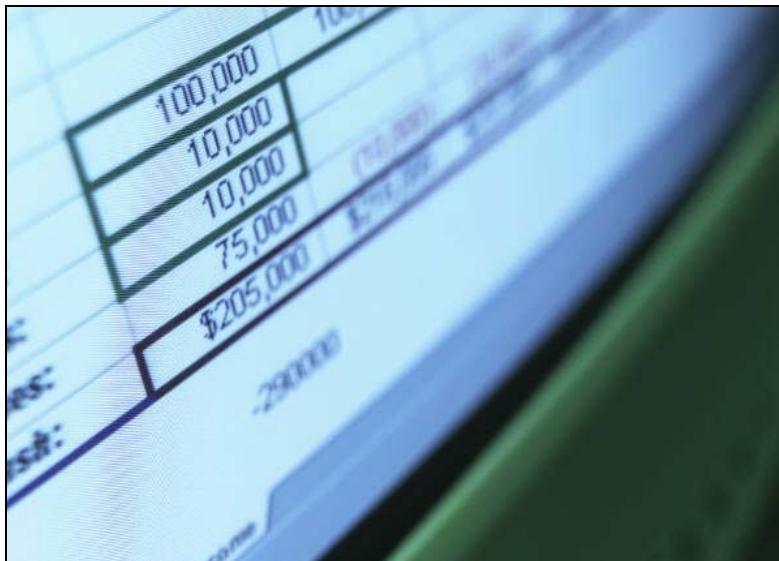


So You Want to Be an Accounting Manager?



A career-preparation guide from



Version 1.1
Revised May 20, 2009

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.

So who is DPS Telecom?



DPS Telecom designs and manufactures and sells monitoring equipment for communications networks all over the world. DPS was founded by engineers over two decades ago. As a “vertically integrated” company, we oversee the development of all our products from start to finish right here on-site. Everything from cutting our own sheet metal, designing PC boards, and manufacturing finished products is handled right here in Fresno. Being

vertically integrated means that every product is designed, built, tested and documented here at DPS Telecom’s Fresno headquarters and that there are more products and solutions being created each and every day!

...And who does DPS sell to?

DPS clients are Fortune 500 companies, communications giants and large and small businesses from all over the world! The one big thing that all of our clients have in common is that they maintain their own communications networks. Industries we serve include telephone companies, utilities, and railroads. A few examples of our large client base include AT&T, Verizon, PG&E, and state and federal governments.



How does the Accounting Department contribute to the team?

Accounting jobs at DPS Telecom (Fresno, CA) let you jump way outside of "boring" stereotypes and **rapidly advance your career**. At DPS, accountants don't just crunch numbers. They drive efficiency and profitability by tracking and reporting expenses, then finding innovative ways to reduce them.

This "next level" kind of accounting creates **a much more fulfilling experience** and provides an absolutely critical job skill: the ability to generate real value. Many people can perform "nuts and bolts" accounting work. It takes special skills to understand and act upon the data you collect, but that's the only way to generate **big** value for your team.

Think you're prepared for the challenge?

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.

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 you answered yes to each of these questions, that's great. Now prove it.

Before you get started

If you are reading this guide it is because you are interested in proceeding into the next phase in the application process for the **Accounting Department**.

In the following pages you will find a series of challenges that will help us assess your Business Accounting skill level.

We created this guide to give you a general idea of what a position in the Accounting Department consists of. The material and challenges in this guide should also give you a general idea regarding your interests in the position and are designed to help you and the Company evaluate your fit for this position.



Accounting Department Application Process

- Step 1:** **Apply Online at www.dpstele.com/jobs**
You will be asked to upload your resume and complete a brief online application outlining your qualifications for the position
- Step 2:** **Select candidates will be invited to complete online application.**
Candidates who *complete* the application will proceed to step 3.
- Step 3:** **Candidates will be invited to DPS Telecom to complete Challenge 1 and 2 as outlined in this guide.**
Candidate's skill level will be assessed on Microsoft Word, Excel, typing speed; as well as their basic accounting math and terms and principles
- Step 4:** **Complete and submit your results for Challenge 3 during your second visit to DPS Telecom.**
Your results can be submitted at **ANY step** of the application process. However, it is important to note that your results **MUST** be submitted **BEFORE** the application close date.
- Step 5:** **Select candidates will be invited to DPS Telecom to complete an In-house test (Challenge 5)**
See Challenge 5 in this guide for more details.

Get Started on The Challenges 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 in the **Accounting field** (and there may be a DPS Telecom interview in your future)
- These challenges are designed so you can get the overall experience of what it's like to be part of our team.
- In this guide you'll find step-by-step instructions for completing each challenge from start to finish.
- The challenges in this guide are very basic and straight forward. There are no "trick questions".

Challenge 1: Word Processing, Spreadsheets and Typing

You will be asked to complete this challenge **at DPS Telecom Headquarters** during your **Pre-Screening appointment**. It is highly recommended that you review the steps in this challenge in preparation for the actual assessment.

In the **Accounting Department** you will be responsible for reviewing and entering invoice information into the accounting software, generating excel sheets for management and many other similar tasks. To accomplish this, ***you must know how to use word processing software and spreadsheets!***

Goal: This challenge will help us assess your knowledge of Microsoft Word Applications and your typing/data entry speed.

Spreadsheets

You must know excel formulas; know how to create charts; and format spreadsheets. You can visit Microsoft's web site at: <http://office.microsoft.com/en-us/help/> to access free tutorials and improve your skills.

Word Processing

You must know how to create and open a document; know how to save the document, format the text and add images to a document; and be somewhat familiar with mail merge and tables. You can visit Microsoft's web site at: <http://office.microsoft.com/en-us/help/> to access free tutorials and practice to improve your skills.

Typing Speed

In today's computerized world it is more and more necessary to have above average speeds in typing and data entry.

Positions in Accounting require a typing speed of 40+ words per minute. Check your typing speed for free online at www.typingtest.com this website allows you to test your typing speed and also offers free tools to help you increase your speed.



Challenge 2: Basic Accounting Math and Terms and Principles (Practice)

You will be asked to complete a challenge *similar to the one below* at **DPS Telecom Headquarters** during your **Pre-Screening appointment**.

This section provides you with a sampling of the types of questions you will be answering during your pre-screening appointment. It is highly recommended that you review the sample questions in this challenge in preparation for the actual assessment.

1. 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

2. The total of the second column is:
 - a. -759.92
 - b. -399.89
 - c. 396.89
 - d. -887.15
3. The total of the first row is:
 - a. 561.45
 - b. 1209.26
 - c. 1343.37
 - d. -871.63
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

Challenge 2 (cont):

6. 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.
7. Which financial statement reports assets, liabilities, and stockholder equity?
 - a. Income statement
 - b. Balance sheet
 - c. Statement of cash flows.
 - d. Retained earnings statement
8. Posting:
 - a. Done before journalizing
 - b. Transfers journal entries to ledger accounts
 - c. Is a revenue
9. 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
10. Depreciation is a:
 - a. Decline in an asset's fair market value.
 - b. Matter of valuation.
 - c. Means of cost allocation.

Finished?

Have you completed all of the practice 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.



Finished with the Practice Challenges?

Contact us to Schedule a Pre-Screening Appointment
559-454-1600

Challenge 3: Excel Accounting Application (Practice)

This section provides you with a sampling of the types of questions you will be answering during your **Second Interview**. It is highly recommended that you review the steps in this challenge in preparation for the actual assessment.

Part of your responsibilities at DPS Telecom will include running basic and complex accounting reports for senior executives. To do this, you must know simple and complex formulas; know how to create charts; and be familiar with macros. Download a free trial of MS office software and use their Help functions to learn more about the software and to help you prepare for this challenge.

You can visit Microsoft's Help and How to site at:
<http://office.microsoft.com/en-us/help/>



Goal: You will be asked to create **two** excel work sheets. The first will be an Amortization schedule and the second will calculate asset depreciation.

Time Limit: No more than 45 minutes

Materials- *The materials listed below will be provided to you upon your arrival at DPS.*

- Microsoft Excel
- Asset list for calculating asset depreciation work sheet
- Loan amounts and time line for amortization schedule.

Your Tasks

- Create an Amortization Schedule that calculates balance of remaining principle, accrued interests, scheduled payments with their application to principle and interests.
- Develop a schedule for accumulated depreciation and current depreciation expense for 4 assets.

What We're Looking for:

We will be assessing your general accounting knowledge, use of Microsoft excel, and your ability to follow directions.

**"Join the Team that Protects
the World's Networks"**

Apply online at:
www.dpstele.com/jobs

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!



DPS Telecom is Hiring Accounting Staff!

Apply online at:
www.dpstele.com/jobs

