

ACCOUNTING DEPT TRAINING MATRIX

Employee Name _____

Date	Employee Initials	Trainer Initials		Specific to Individual Position	Backup Position Trained
			General		
			Intranet		
			Resource Board		
			Accounting SOP's		
			ISO 9001-2008		
			Email, Voice Mail		
			Faxing, Scanning, Copying		
			Backup for Receptionist		
			FSC Chain of Custody Documented Control System		
			AR Job Costing / Timesheets		
			Hourly Employee Timesheet Entry / Edit		
			Temporary Employee Timesheet Entry		
			Job Costing and Job Costing Adjustments		
			Prebills		
			Monthly Job Tickets	AR Specialist	AR Specialist
			Mill / Vendor Claims	AR Specialist	AR Specialist
			Research & Development Jobs	AR Specialist	AR Specialist
			Invoicing		
			Review and edit returned Pre-bills in preparation for final invoicing	Invoicing Lead	Invoicing Specialist
			Review sales tax status of customer for each job		
			Enter and print Final Invoices	Invoicing Lead	Invoicing Specialist
			Review and post invoicing transactions	Invoicing Lead	Invoicing Specialist
			Data entry of sales tax receivable		
			Work with Controller on postage accounting for lettershop jobs		
			Invoice Performance Summary Report	Invoicing Lead	Invoicing Specialist
			Billing Performance Report	Invoicing Lead	Invoicing Specialist
			Pre-Invoice Entry		
			Credit Memos		
			Maintenance of Customer Sales Tax		
			Maintenance of Customer Billing Notes		
			Broker/Finder Fee Reporting	Invoicing Lead	Invoicing Specialist

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			Invoicing (continue)		
			Credit Memo Register	Invoicing Lead	Invoicing Specialist
			In-Kind Invoices and Reporting	Invoicing Lead	Invoicing Specialist
			Monthly Project Invoicing and Reporting		
			Reports for Fulfillment Orders		
			Pull Fulfillment Orders to Invoicing		
			Reconcile Order Reports to Sales Orders and Freight		
			Create Monthly Project Invoices to be Processed by Invoicing		
			Postage		
			Track Postage Received and Used on Jobs	Acctg Asst-Postage	Controller
			Postage accounting for lettershop jobs	Acctg Asst-Postage	Controller
			Postage Invoices	Acctg Asst-Postage	Controller
			Cash Receipts - Credit Cards		
			Prepare Daily Cash Receipts Deposit	Invoicing Specialist	
			Reconcile Bank Deposits	AR Specialist	Controller
			Cash Receipts Applies and Adjusts	AR Specialist	
			Credit Card Processing and Applies	AR Specialist	AR Specialist
			Credit and Collections		
			Statement		
			Aging Report		
			ACT - Schedule and Place Customer Calls for Invoices that are due	AR Specialist	Credit & Costing Mgr
			New Customer Set-up in System	AR Specialist	Credit & Costing Mgr
			New Customer Documentation and Credit References	AR Specialist	Credit & Costing Mgr
			Pull Credit Report	AR Specialist	Credit & Costing Mgr
			Customer Credit Increase Requests	AR Manager	AR Specialist
			Prepare Credit Memo Prebills	AR Specialist	AR Manager
			Financial		
			General Ledger - Prepare, Coordinate and Review	Controller	AR Specialist
			Banking Activities - Daily and Monthly	AR Specialist	
			Manage Monthly Financial Reporting Process	Controller	AR Specialist
			Monthly and Yearly Close Accounting Modules	Controller	AR Specialist
			Posting of Sub-Ledgers	AR Specialist	Controller
			Balance Sheet - Analyzing Accounts	Controller	AR Specialist
			Fixed Asset Accounting and Reporting	Controller	AR Specialist
			WIP Reporting	Controller	AR Specialist

Date	Employee Initials	Trainer Initials		Specific to Individual Position	Backup Position Trained
			Financial (continue)		
			Sales and Use Tax	AR Specialist	Controller
			Commission Reporting	Controller	AR Specialist
			Accounts Payable		
			Sort and match PO's with receivers	Staff Accountant-AP	Acctg Asst-AP
			Match Mail to PO's and receivers	Staff Accountant-AP	Acctg Asst-AP
			Electronic Invoice Entry & Filing	Staff Accountant-AP	Acctg Asst-AP
			Check Runs - Batch Invoices for Payment, Pull Invoices & File Stubs and Invoices	Staff Accountant-AP	Acctg Asst-AP
			Receive Outside Purchases for jobs	Staff Accountant-AP	Acctg Asst-AP
			Reconcile Monthly Vendor Statements	Staff Accountant-AP	Acctg Asst-AP
			Process Expense Reports and Check Issues	Staff Accountant-AP	Acctg Asst-AP
			Petty Cash	Staff Accountant-AP	Acctg Asst-AP
			Reporting		
			Sales Projection Report	AR Specialist	AR Manager
			Deferred Sales Valuation Report	AR Specialist	
			NCPR Reports for Jobs having Printers Errors	Invoicing Lead	
			Environmental Manifest Documentation	Invoicing Lead	