

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> New Apprenticeable Occupation - <i>Accounting Technician</i> <u>Code:</u>
Symbols: DSNIP/DMC		Action: Immediate

PURPOSE: To inform the Office of Apprenticeship (OA) staff of a new apprenticeable occupation:

Accounting Technician
RAIS Code: 1125HY
O*NET-SOC Code: 43-3031.00
Training Term: 4,000-5,000 hours
Type of Training: Hybrid

BACKGROUND: Regional Director Michael Longeuay, on behalf of Biocare Medical, LLC, submitted this apprenticeability request for the occupation Accounting Technician. The duties of an Accounting Technician include: Computing, classifying, and recording numerical data to keep financial records complete. Performing any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Checking the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Understanding the accounting cycle, accruals and deferrals, inventory, receivables, plant assets, accounting systems, error correction, and financial reporting. Working with managerial accounting concepts and theory including the following: job order cost accounting; process cost accounting; departmental accounting, product analysis; pricing decisions; flexible budgeting; standard cost analysis; cost volume, profit analysis; preparation of operational, capital and financial budgets; analysis of financial reporting; and tax implications of managerial decisions. Corporate reporting, bonds and long-term liabilities, long-term investments, and reporting and analyzing cash flows. Manufacturing costs as they apply to planning, controlling, and determining unit costs, inventory valuation, and income. Understanding principles of federal income tax applied to individual, partnership, informational, and corporate tax returns.

ACTION: The OA staff should familiarize themselves with this bulletin including all attachments. If you have any questions, please contact Doug McPherson at (202) 693-3783.

Accounting Technician will be added to the list of occupations recognized as apprenticeable when the list is reissued. A suggested Work Process Schedule and Related Instruction Outline are attached.

NOTE: This bulletin is being sent via electronic mail.



Accounting
Technician