



New Hampshire Accounting Technology/Technician Program Description

Accounting is an exciting and dynamic field which communicates to all areas of business. Accounting expresses in concise terms the financial condition of a business; it provides the information by which financial decisions are determined.

Accuracy with numerical data, problem-solving skills, critical-thinking skills, attention to detail, and organizational skills are some of the characteristics of an accounting professional. They are involved in the decision-making process throughout the business. Other skills include the ability to meet deadlines, keep on the cutting-edge of technology, interact with all levels of an organization, and work as a team member.

Accounting will provide students with a solid foundation of accounting knowledge to be further developed and defined in future accounting and finance courses or in an entry-level accounting position. Accounting is helpful and appropriate for all students whether their interest is personal or business oriented.

(Adapted from Western Technical College)

New Hampshire Accounting Technology/Technician Program Competencies

1. Understand and describe accounting regulations
2. Understand, analyze, classify, record, and summarize financial data.
3. Understand and identify cash controls
4. Understand and perform accounting functions specific to a service and merchandising business
5. Understand and perform accounts payable and accounts receivable functions
6. Understand and maintain inventory records for periodic and perpetual inventory systems
7. Understand and perform payroll procedures
8. Understand and perform accounting procedures unique to plant (fixed) and intangible assets
9. Understand and perform accounting functions for all types of business entities
10. Understand and utilize technology to maintain financial information and to assist in decision-making.