



## Entry Level Assessment Blueprint

# ***Business Financial Management***



**Test Code: 1095 / Version: 01**

## Specific Competencies and Skills Tested in this Assessment:

### General Finance Technical Skills

- Use accounting procedures in a financial environment
- Employ marketing procedures to forward organizational goals
- Utilize customer service skills to work effectively with customers
- Perform accounting functions with computers and related software

### Business Financial Management Technical Skills

- Analyze and interpret financial data to produce accurate reports and aid in developing short and long-term business plans
- Analyze tax structures and consequences to aid in business decision making
- Analyze current laws and regulations to determine and maintain appropriate financial practices and records

### Academic Foundations

- Apply reading skills in a financial career environment
- Apply writing skills in a financial career environment
- Apply mathematical skills in a financial career environment
- Apply economic knowledge in a financial career environment



## ***Specific Competencies and Skills continued:***

### **Systems**

- Interpret financial elements such as economic conditions to determine impact on consumer behavior
- Interpret laws and regulations to determine the role of government in the financial industry

### **Ethics and Legal Responsibilities**

- Identify and practice ethical behavior in the workplace
- Analyze practices of the financial industry to determine ethics and social responsibilities

### **Communication**

- Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and clients
- Interpret and use tables, charts, and figures to support written and oral communication

### **Information Technology Applications**

- Use computers and software to increase work efficiency
- Utilize a database to manage general information

### **Problem Solving, Critical Thinking, and Decision Making**

- Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes
- Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions
- Use decision making skills to solve problems and evaluate solutions

***Specific Competencies and Skills continued:***

**Leadership and Teamwork**

- Exhibit leadership practices to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

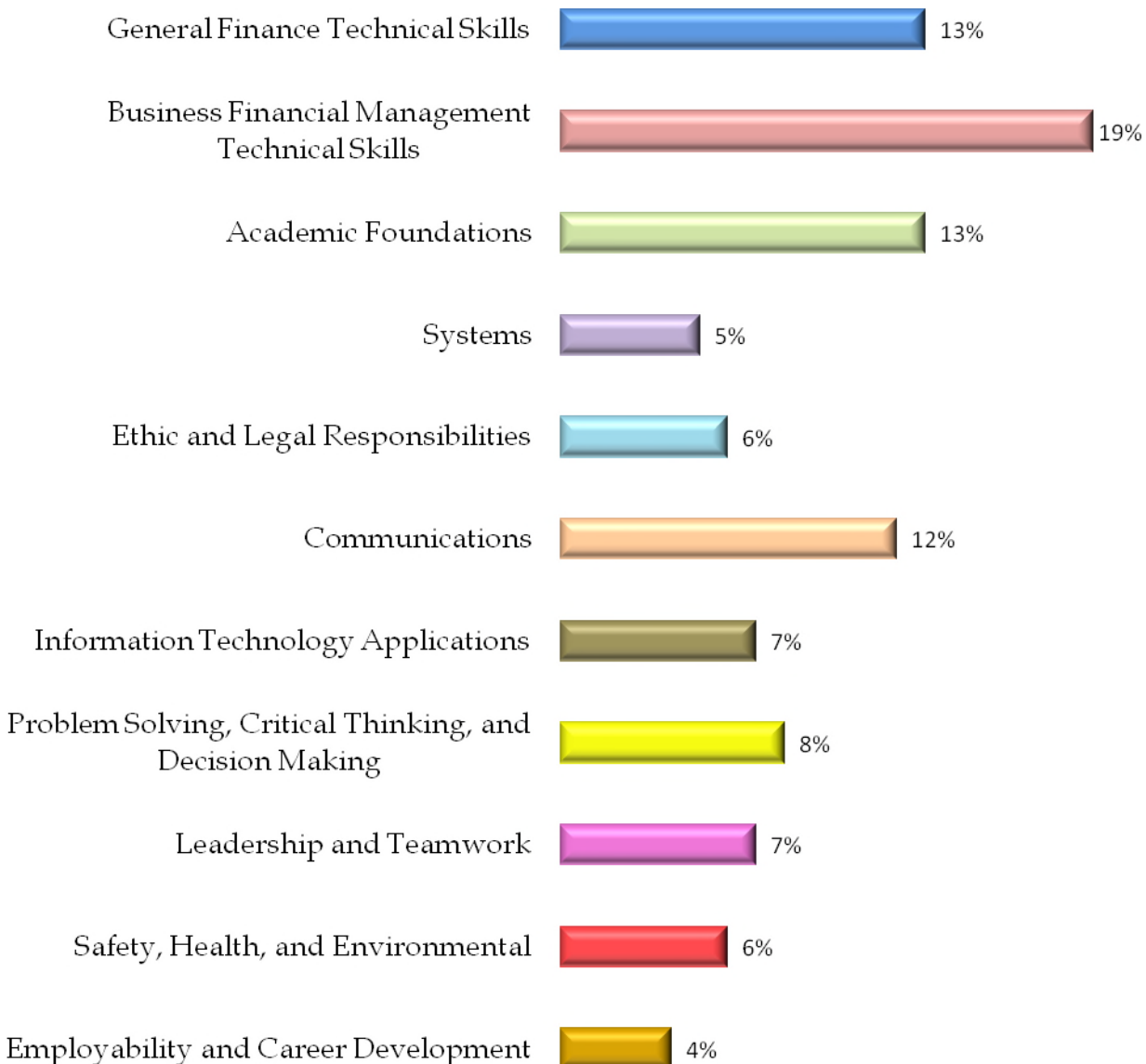
**Safety, Health, and Environmental**

- Practice safe behaviors in work environment including ergonomics
- Respond appropriately in emergency situation by locating emergency information and equipment

**Employability and Career Development**

- Demonstrate employability skills related to a career in finance
- Pursue career development skills to advance in the financial world



**Written Assessment:****Administration Time:** 2 hours**Number of Questions:** 106**Areas Covered:**

## Sample Questions:

### **In automated accounting, an audit**

- A. checks the accuracy of processed information
- B. is generated on a yearly basis
- C. is always stored using electronic media
- D. corrects the data

### **Which act regulates Social Security?**

- A. Fair Labor Standards Act
- B. Federal Unemployment Tax Act
- C. Federal Insurance Contributions Act
- D. State Unemployment Tax Act

**Assume that the current currency exchange rate for US Dollars and Euros is 1 US Dollar = .736 Euros. Brad is making a purchase in Germany that costs 25 Euros. How much will this cost him in US Dollars?**

- A. \$18.40
- B. \$25.74
- C. \$33.97
- D. \$42.50

### **Government regulations are generally designed to**

- A. create jobs for government workers
- B. protect the public from harmful or unjust actions
- C. increase the number of political campaigns
- D. make people think before they vote

### **An emergency number to call for aid should be posted**

- A. at the first aid station
- B. on the company's website
- C. next to, near, or on the phone
- D. near the nurse's station

**Which of the following accounting statements answers the question, "How profitable is the firm?"**

- A. income statement
- B. balance sheet
- C. statement of financial position
- D. cash budget

## Sample Questions (continued)

**Select the sentence below that has been correctly written.**

- A. The stock was to expensive for me to buy.
- B. I think she said she worked their.
- C. Jim's patients was wearing thin by the end of the day.
- D. I left the correspondence on the manager's desk.

**One of the hallmarks of a global economy is \_\_\_\_\_, which occurs when nations combine to form a common market as a free-trade area.**

- A. economic integration
- B. economic dislocation
- C. boundary readjustment
- D. fiscal redefinition

**If there is an irreconcilable difference between the company's checkbook and the bank balance, the accountant should**

- A. make an adjustment to Miscellaneous Expense
- B. contact the bank
- C. wait until the next month's statement arrives
- D. close the account

**An effective mentor is a person who**

- A. has mastered the skills and experience an employee needs
- B. is a good friend of the employee
- C. is external to the employee's company
- D. has been given salary raises in the past