

Clerical Skills Sheet

Admin Assistant		
	General	
	Medical	
	Legal	
	Marketing	
	Manufacturing	
	Financial	
	Construction	
	Human Resources	
	Government	

Receptionist		
# of Phone Lines		
# Internal Ext.		
Switch Board		
Headset		
Filing		
Correspondence		
Event Coordinating		

Eq	Equipment		
	Typewriter		
	Copier		
	Fax		
	Postage Meter		
	Calculator		
	Projector		
	Computer		
	Scanner		

Computer / Software	
	Word
	Excel
	PowerPoint
	Outlook
	Access
Other:	
Other:	

Во	Bookkeeping		
	Full Charge		
	Assistant		
	Accts. Payable		
	Accts. Receivable		
	Collections		
	Reconciliation		
	Payroll		
	Tax Preparation		
	Software		

Во	Bookkeeping Cont.		
	Manual		
	Budget Analysis		
	Auditing		
	Invoicing		
	Quickbooks		

Other		