



OKLAHOMA CareerTech

Badge Details

Name	0003 – Full Charge Bookkeeper
Description	The certification assessment measures a student’s ability to apply the knowledge and skills necessary for success in the bookkeeping sector. The American Institute of Professional Bookkeepers Association endorses this certification.
Criteria	<p><i>Candidates receiving this certification will take an exam with the following criteria:</i></p> <p>The exam is composed of 55 questions.</p> <ol style="list-style-type: none">1. Create and Maintain Accounting Files and Records (Electronic and Physical) 9%2. Perform Billing and Data Entry 13%3. Maintain Accounts Payable 7%4. Maintain Accounts Receivable 5%5. Maintain and Update Payroll Records 20%6. Maintain Inventory Control 13%7. Maintain General Ledger 24%8. Produce and Interpret Financial Statements 9%