

FINANCIAL SERVICES SPECIALIST
Selection Process I.D. #
4204/0721

EXAMINATION PLAN

PART 1

Written Examination

Multiple Choice – 25 items

Pass = 70% or better

Weight = 40%

Content Section Name	Range	Percentage
Invoice Calculations	1 - 9	36
Basic Accounting and Fiscal Concepts	10 - 17	32
Basic Excel Spreadsheet	18 - 20	12
Math Calculations and Data Interpretation	21 - 25	20
TOTAL	25	100

REFERENCE SOURCE:

Microsoft Excel, <https://support.office.com/en-us/Search/results?query=excel>

Fulton-Calkins, Patsy, Karin M. Stulz, and Patsy Fulton-Calkins. *Procedures & Theory for Administrative Professionals*, 6th Ed., South-Western Cengage Learning, 2009

MBA glossary. www.ventureline.com

The American Heritage Dictionary, A Dell Book, 1987

Accounting Principles, Fourth Edition, Jerry J. Weygandt, Donald E. Kieso and Walter G. Kell, John Wiley & Sons, Inc., 1996

10 Minute Guide to Accounting for Non-accountants, Wayne A. Label, Macmillian Spectrum/Alpha Books, 1998, p. 8, 143

PART 2

Written Exercise

Accounting & Travel Reimbursement Calculations

Pass = 70% or better

Weight = 60%

COMBINED TIME LIMIT = 1 1/2 HOURS