



**CPB**  
CANADA

CERTIFIED  
PROFESSIONAL  
BOOKKEEPERS  
OF CANADA

**EMPLOYER**

# **BOOKKEEPING COMPETENCIES CHECKLIST**

**The National Standard in Bookkeeping**

CPB Canada's Bookkeeping Competencies Checklist is a comprehensive tool that outlines the essential knowledge areas every bookkeeper should master, at the Apprentice (beginner), Technician (intermediate) and CPB (advanced) level.



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## Employer Use

Incorporating CPB Canada's Bookkeeping Competencies Checklist into your hiring and talent management process will help establish consistent criteria for evaluating candidates' competencies.

Using this tool, along with our [Knowledge Assessment Quiz](#), will assist employers with:

## Evaluating Candidates

- 1. Standardized Evaluation:** The Bookkeeping Competencies Checklist provides a standardized framework for assessing the knowledge and skills of bookkeeping professionals.
- 2. Efficient Hiring Process:** The checklist helps streamline hiring by clearly outlining the essential knowledge areas required for successful bookkeeping roles. Employers can use the checklist as a reference to align job requirements and assess candidates' qualifications, saving time and effort in identifying the right fit for their organization.
- 3. Reliable Skill Assessment:** The checklist covers a wide range of critical bookkeeping competencies. By utilizing this tool, along with CPB Canada's Knowledge Assessment Quiz, employers can ensure that candidates possess the necessary skills and knowledge to perform their duties effectively.
- 4. Quality Assurance:** CPB Canada is dedicated to maintaining high standards in the bookkeeping and accounting industry. By utilizing our Bookkeeping Competencies Checklist, employers can have confidence in the abilities and knowledge of professional bookkeepers who meet the outlined expectations.

## Supporting Employee Advancement

- 1. Industry Recognition:** CPB Canada's Bookkeeping Competencies Checklist aligns with the national standard in bookkeeping knowledge. By incorporating this checklist into their hiring processes, employers can demonstrate their commitment to excellence in bookkeeping and attract top talent who value industry standards and best practices.
- 2. Enhanced Professional Development:** Employers can utilize the checklist beyond the hiring stage. It can serve as a valuable resource for employee development and training programs. The checklist provides a clear roadmap for identifying skill gaps and designing targeted training initiatives to bridge those gaps, resulting in a more competent and capable workforce.

## Searching for a qualified bookkeeping professional?

**Post your position** in CPB Canada's [Career Centre](#), and if you hire a CPB Canada member, we'll refund the posting fee!

More and more employers are requiring their accounting and bookkeeping staff pursue the CPB designation. CPB Canada provides Group Membership options for companies that register 8 or more bookkeepers. Contact us today to find the best option for your team!

[memberservices@cpbcan.ca](mailto:memberservices@cpbcan.ca) or by telephone at 1-866-676-4722, option 1

## APPRENTICE

### GENERAL BOOKKEEPING

- ☐ Definition of bookkeeping and the order of the bookkeeping process
- ☐ Chart of accounts – definition and categories, as well as:
  - assets (definition, purpose, normal balance, current vs. capital)
  - liabilities (definition, purpose, normal balance, short-term vs. long-term)
  - equity (definition, purpose, normal balance)
  - revenue (definition, purpose, normal balance)
  - expenses (definition, purpose, normal balance, grouping (COGS vs. payroll vs. general and admin))
  - contra accounts and control accounts (definitions, comprehension)
- ☐ Determining financial vs. non-financial transactions
- ☐ Terms of a sale (definition, types, i.e., 2% 10, Net 30, COD.)
- ☐ Source documents (definition, purpose)
- ☐ T-accounts (definition, purpose)
- ☐ General ledger records (definition, purpose)

### SALES TAXES

- ☐ GST/HST basics (definitions, separation vs. inclusion in transaction totals)
- ☐ GST/HST (understanding of GST/HST remittances)

### A/R & A/P

- ☐ Recording transactions in sub-ledgers (accounts payable and accounts receivable)
- ☐ Subledger records (A/P and A/R – definition, purpose)
- ☐ Credit limits (definition, basic comprehension)
- ☐ Accounts payable: purchase orders, invoices, and payments (definitions where applicable, understanding of each type of transaction and its purpose, recording of each transaction type)
- ☐ Accounts receivable: estimates, invoices, and receipts (definition where applicable, understanding of each type of transaction and its purpose, recording of each transaction type)
- ☐ Accounts payable & accounts receivable (refunds and credits, definition, and processing)
- ☐ Gift cards/gift certificates (definition, basic understanding of process)

### PERIOD END

- ☐ Trial balance report (definition, purpose, process to create)
- ☐ Control accounts (definition, purpose, effect of subledger postings)
- ☐ Bank reconciliations (purpose, processing of basic bank reconciliations, knowledge re: inability to reconcile)
- ☐ Month-end closing concepts (including bank reconciliation reporting, entering of prepaid expenses)
- ☐ Balance sheet (definition, purpose, process to create)
- ☐ Income statement (definition, purpose, process to create)

### INVENTORY

- ☐ Inventory basics:
  - definitions of inventory methods
  - effects of buying and selling on the chart of accounts
  - basic transaction processing for buying and selling inventory items
  - understanding of back-orders
  - adjustment entries resulting from an inventory count or a customer return

### PAYROLL

- ☐ Payroll basics:
  - definition of basic payroll terms
  - basic payroll processing (EI, CPP and tax deductions, vacation pay calculations/handling)
- ☐ Payroll remittances (understanding of payroll remittances and thresholds)

### Competencies Met

**Total :**

**/25**



## TECHNICIAN

*All Apprentice level knowledge, plus this page*

### GENERAL BOOKKEEPING

- ☐ Credit card reconciliations (purpose, processing, troubleshoot reconciliation differences)
- ☐ Owner's accounts (personal credit card expenses, impact of transactions on owner's accounts)
- ☐ Petty cash reconciliations (purpose, replenishing of funds, processing entries, troubleshoot reconciliation differences)
- ☐ Due to/from accounts: inter-company relationships (purpose, processing transactions)
- ☐ Accurately set up a new company's basic set of books in a software program

### SALES TAXES

- ☐ GST/HST (importance of filing procedures and deadlines, comprehension of remittance forms, quick method of filing)

### A/R & A/P

- ☐ Vendor/customer accounts (reconciliations and verification of statements)
- ☐ Foreign currency (definition, purpose, basic understanding of exchange rates)
- ☐ Gift cards (handling customer returns of an item)

### PERIOD END

- ☐ Adjustment of prepaid expenses to expenses (purpose, processing)
- ☐ Loans and lines of credit (current vs. long-term accounts)
- ☐ Produce a balance sheet and income statement, spot oddities and know who to speak to about them
- ☐ Month-end (knowledge of tasks involved and able to carry them out)
- ☐ Year-ends:
  - knowledge of tasks involved
  - communicate with the accountant re: their requirements
  - prepare a preliminary year-end set of books for a supervisor or accountant, including explanations where needed and queries of items needing attention
  - posting of accountant's year-end adjusting entries (to be reviewed by supervisor or accountant)
  - comprehension of effects of accountant's year-end adjusting entries on subledgers



### INVENTORY

- ☐ Inventory (assist with inventory discrepancies, processing transactions for adjustments)

### PAYROLL

- ☐ Payroll (processing transactions that include taxable benefits, group benefits, statutory holiday pay and garnishees)
- ☐ Payroll remittances for thresholds 1 & 2 (definition and knowledge, processing)
- ☐ Payroll year-end: T4's and T4 summary (definition, processing, identifying discrepancies)
- ☐ Employee's out-of-pocket expenses (understanding of requirements, processing of transactions)

### Competencies Met

**Total :**

**/19**



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Advanced level knowledge with a minimum of three years of work experience.

Members who pass the CPB exam receive the CPB designation and are awarded the CPB digital credential and Certified Professional Bookkeeper certificate.



**CPB**

*Apprentice and Technician level knowledge, plus this page*

## GENERAL BOOKKEEPING

- ☐ Prepaid expense transactions
- ☐ Loans and lines of credit (current and long-term reconciliations)
- ☐ Credit card usage (aware of costs to the company, advise on improved processes or options)
- ☐ Owner's accounts (reconcile and troubleshoot reconciliation differences, advise, and educate company owners on management, adverse effects of their actions on these accounts to include sole proprietorships, partnerships and corporations)
- ☐ 3rd party software reconciliations (reconcile general ledger accounts to 3rd party software - i.e., point-of-sale software, inventory management software, etc.)
- ☐ Business processes (identify efficiency improvements for a customer's company, recommend changes and assist in the implementation of changes)
- ☐ Due to/from accounts: inter-company relationships (reconciling)
- ☐ Ratios (basic/typical, what they are used for)
- ☐ Definitions of basic key performance indicators (KPIs). i.e., A/R, A/P, gross margin, etc.
- ☐ Accurately set up a new or existing company's complete set of books in a software program or modify/revise a set of books for an existing company where necessary

## SALES TAXES

- ☐ GST/HST/PST (awareness of customer claims and their filing requirements, filing amendments, reconcile against federal and provincial governing accounts)

## A/R & A/P

- ☐ Foreign currency (re-value transactions, report balances to accommodate exchange rates)

## PERIOD END

- ☐ Produce a set of financial statements, spot oddities, know who to speak to about them when necessary, perform corrections
- ☐ Month-end (create month-end processes where nonexistent and recommend best practices)
- ☐ Audits from governing bodies – obtain online access when applicable / identify discrepancies / perform corrections
- ☐ Year-ends:
  - create year-end processes where nonexistent
  - recommend best practices
  - prepare a draft year-end set of books for an accountant with notes
  - process bad debts
  - post accountant's year-end adjusting entries unsupervised
  - balance company books to accountant's set
  - identify adverse effects on subledgers
  - communicate with the accountant regarding any discrepancies
  - review year-end books with the customer (before or after accountant's Y/E adjusting entries)
  - produce full-cycle bookkeeping reports based on customer/accountant/CRA requirements

## INVENTORY

- ☐ Inventory (identify discrepancies and possible causes, process correcting entries)

## PAYROLL

- ☐ Payroll (process varying levels of payroll with multiple requirements for all thresholds and remittances, including reconciliations to CRA balances)
- ☐ Payroll year-end: T4's/T4 summary (processing of both, correct discrepancies)
- ☐ T4A and T5018 reporting (definitions, purpose, processing, correct discrepancies)
- ☐ Workers' compensation groups (information required for filing, deadlines, preparing remittances, handling refunds)

## Competencies Met

**Total :**

**/21**

**Grand Total:**

**/65**



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For more information please contact:

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