

## Chapter 1 - Introduction

Q: What does a full-charge bookkeeper do?

A: All of the bookkeeping tasks of a small business, except for corporate taxes.

Q: State one of the questions should you clarify when getting hired.

A: 1. What will I be responsible for?

2. Are there any areas that need more urgent attention?

Q: After getting hired & having the position defined, where should you start?

Hint: what if payroll were tomorrow? [Extra/full credit name 3 items.]

A: 1. Current employees list for payroll.

2. Are the human resource files in order?

3. Get a handle on the company bills, and company receivables.

Q: Explain what "damage control" is, and how it relates to entering a bookkeeper's position.

A: Damage control is controlling the damage that may have been done by a vacant bookkeeper's position. If you enter a position that's been vacant for awhile, you'll want to check, for instance, that all payroll tax reports have been filed.

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## Chapter 2 - Tasks > Human Resource Administration

Q: Why might some human resource tasks fall the bookkeeper?

A: Because smaller companies don't have many "administrative" personnel.

Q: What two documents should be filled out when hired, in addition to the employment application?

A: Form W-4 & Form I-9.

Q: How does Form W-4 relate to payroll?

A: Form W-4 lists the number of withholding allowances which helps determine how much tax is withheld.

Q: What's the purpose of Form I-9?

A: Form I-9 determines if a worker is legal to work in the United States.

Q: How should the Human Resource files be organized?

A: Terminated employees' files should be separated from active employees' files, and both sections should be alphabetized by last name.

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