Test Type: The Business Financial Management industry-based credential is included in NOCTI's Pathway assessment battery. Pathway assessments assess knowledge and skills at a broader level than the Job Ready assessments and focus on the Pathways established as part of the national career cluster model. Pathway assessments are delivered entirely online which allows NOCTI to include engaging interactive items.

Revision Team: The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Georgia, Missouri, and Oregon.

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NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 2 hours  
**Number of Questions:** 106  
**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered

- **General Finance Technical Skills** 13%  
- **Business Financial Management Technical Skills** 19%  
- **Academic Foundations** 13%  
- **Systems** 5%  
- **Ethics and Legal Responsibilities** 6%  
- **Communications** 12%  
- **Information Technology Applications** 7%  
- **Problem Solving, Critical Thinking, and Decision Making** 8%  
- **Leadership and Teamwork** 7%  
- **Safety, Health, and Environmental** 6%  
- **Employability and Career Development** 4%
Specific Standards and Competencies Included in this Assessment

General Finance Technical Skills
- Use accounting procedures in a financial environment
- Employ marketing procedures to forward organizational goals
- Utilize customer service skills to work effectively with customers
- Perform accounting functions with computers and related software

Business Financial Management Technical Skills
- Analyze and interpret financial data to produce accurate reports and aid in developing short and long-term business plans
- Analyze tax structures and consequences to aid in business decision making
- Analyze current laws and regulations to determine and maintain appropriate financial practices and records

Academic Foundations
- Apply reading skills in a financial career environment
- Apply writing skills in a financial career environment
- Apply mathematical skills in a financial career environment
- Apply economic knowledge in a financial career environment

Systems
- Interpret financial elements such as economic conditions to determine impact on consumer behavior
- Interpret laws and regulations to determine the role of government in the financial industry

(Continued on the following page)
Specific Standards and Competencies (continued)

Ethics and Legal Responsibilities
- Identify and practice ethical behavior in the workplace
- Analyze practices of the financial industry to determine ethics and social responsibilities

Communications
- Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and clients
- Interpret and use tables, charts, and figures to support written and oral communication

Information Technology Applications
- Use computers and software to increase work efficiency
- Utilize a database to manage general information

Problem Solving, Critical Thinking, and Decision Making
- Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes
- Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions
- Use decision making skills to solve problems and evaluate solutions

(Continued on the following page)
Specific Standards and Competencies (continued)

Leadership and Teamwork
• Exhibit leadership qualities to improve the quality of work and the work environment
• Work effectively in a team environment to improve the quality of work and the work environment

Safety, Health, and Environmental
• Practice safe behaviors in a work environment including ergonomics
• Respond appropriately in emergency situations by locating emergency information and equipment

Employability and Career Development
• Demonstrate employability skills related to a career in finance
• Pursue career development skills to advance in the financial world
Sample Questions

In automated accounting, an audit
A. checks the accuracy of processed information
B. is generated on a yearly basis
C. is always stored using electronic media
D. corrects the data

Which act regulates Social Security?
A. Fair Labor Standards Act
B. Federal Unemployment Tax Act
C. Federal Insurance Contributions Act
D. State Unemployment Tax Act

Assume that the current currency exchange rate for US Dollars and Euros is 1 US Dollar = .736 Euros. Brad is making a purchase in Germany that costs 25 Euros. How much will this cost him in US Dollars?
A. $18.40
B. $25.74
C. $33.97
D. $42.50

Government regulations are generally designed to
A. create jobs for government workers
B. protect the public from harmful or unjust actions
C. increase the number of political campaigns
D. make people think before they vote

An emergency number to call for aid should be posted
A. at the first aid station
B. on the company’s website
C. next to, near, or on the phone
D. near the nurse’s station

(Continued on the following page)
Sample Questions (continued)

Which of the following accounting statements answers the question, "How profitable is the firm?"
A. income statement  
B. balance sheet  
C. statement of financial position  
D. cash budget

Select the sentence below that has been correctly written.
A. The stock was too expensive for me to buy.  
B. I think she said she worked their.  
C. Jim's patients was wearing thin by the end of the day.  
D. I left the correspondence on the manager's desk.

One of the hallmarks of a global economy is _______, which occurs when nations combine to form a common market as a free-trade area.
A. economic integration  
B. economic dislocation  
C. boundary readjustment  
D. fiscal redefinition

If there is an irreconcilable difference between the company's checkbook and the bank balance, the accountant should
A. make an adjustment to Miscellaneous Expense  
B. contact the bank  
C. wait until next month's statement arrives  
D. close the account

An effective mentor is a person who
A. has mastered the skills and experience an employee needs  
B. is a good friend of the employee  
C. is external to the employee's company  
D. has been given salary raises in the past