

ACCOUNTING IN YOUR CAREER

TIME FOR POSTING

Shayla Graham is the bookkeeper at Hammonds Marketing Services. Tony Hammonds, who started the business, hired her to take full charge of accounting, but has never shown a great deal of interest in her daily work. Tony is now talking with Shayla to discuss ways to free up some time for her to take on additional responsibilities in the rapidly growing business.

Tony begins, "Shayla, you've done a great job with the accounting system here at Hammonds Marketing. I have come to rely on you totally for everything related to accounts. But now I need to see if we can find some ways for you to do your work in less time so you can help me with some other projects."

"Thank you for the vote of confidence, Tony," Shayla says, "I'd be happy to work with you on other projects if we can find a way for me to do so."

"Well, it looks like there's a lot of duplication in your work. You look at all the documents and then prepare some additional ones. Then you record them in the journal, and then you record them all again when you post them. You're doing the same thing three times."

"Tony," Shayla replies, "I promise you I am not creating unnecessary work. Each one of these steps is an important part of what we call the accounting cycle. And the accounting firm that audits our books has assured both you and me that I am following the correct procedures. Let me explain why each of these steps is important."

Critical Thinking:

1. How should Shayla explain the care she takes examining and preparing source documents?
2. What would be a good way to explain why both journalizing and posting are important?

