

## Accounting Department (Finance) 9 Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
<b>Ability to run Annual Tax Returns</b>	
Train employee on general tax returns	
Train employee on fuel tax	
Train employee on business tax fillings	
<b>Ability to run Annual financial review</b>	
Train employee on annual financial review.	
<b>Ability to run Audits</b>	
Train employee on basic principals of 401K, Insurance, and Safe Harbor audits	
<b>Additional Training Provided:</b>	
1.	
2.	
3.	
4.	
5.	