**STANDARD 9: FINANCIAL PRACTICES**

**ARIZONA PROFESSIONAL SKILLS**

The Workplace Professional Skills should be used in tandem with the technical standards. The Core Actions are descriptions of the Measurement Criteria. High School students should strive to meet the Level One-Novice descriptions. Level Two through Level Four offer teachers and students the accomplishments to be obtained beyond the Novice level. The aim of this standard applies knowledge of finances for the profitability and viability of the organization.

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| Measurement Criteria | Core Actions | Level OneNovice | Level TwoApproaching Proficiency | Level ThreeProficient | Level FourExpert/Leader |
| 1.0 | Exercises prudence in personal finance as it relates to employment | 1.1 | Manages personal finances responsibly | Demonstrates an understanding of personal finance, including credit history, balances checkbook, debt to income, interest, select benefits | Monitors personal finance, e.g., paycheck, benefits, 401K | Manages personal finances so as not to affect employment responsibilities | Applies personal financial acumen to benefit the organization’s bottom line |
| 2.0 | Articulates financial goals and strategies of the organization | 2.1 | Communicates organizational financial goals | Researches organization’s products, services, locations, events, markets | Reviews financial data for the organization, e.g., balance sheets, direct vs. indirect costs | Conveys understanding of core business: primary products and services that generate revenue for the organization | Interprets financial data for the organization |
| 3.0 | Contributes to organizational profitability through knowledge of finances | 3.1 | Acts prudently with organizational resources | Processes financial transactions accurately according to job responsibilities, e.g., customer cash, check, debit, credit, invoices, purchase orders,manages petty cash | Demonstrates an understanding of the relationship between the cost of resources and the viability of the organization, e.g., considers products, people, processes, time; stays within budget parameters | Acts as a responsible steward of organizational resources, e.g., collaborates to avoid duplication of effort; uses time judiciously | Models prudent practice for maximizing organizational resources, e.g., calculates costs of time and materials to produce products and services |
| 3.2 | Maintains current knowledge of salary and benefits | Recognizes relationship between employee and employer obligations related to benefits | Demonstrates an understanding total cost of compensation package in salary and benefits, including healthcare, taxes, workers compensation, retirement, wellness programs | Keeps current with employment costs and their impact on organizational resources | Assesses the effect of the total compensation package on organizational resources |
| 3.3 | Relates work performance to company profitability | Describes the relationship between an organization’s profitability and the job | Demonstrates the relationship between company profitability and one's work performance, e.g., meets productivity goals, uses time effectively, acts with honesty, addresses financial implications related to safety | Applies ethical considerations to financial decision-making | Participates in strategic/tactical financial planning for the ongoing growth/sustainability of the organization, e.g., planning meetings, development of new ideas, innovations |