

外销员外贸外语辅导：关于公司的财务部外销员考试 PDF 转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645306.htm

Steve: Mike, do you have any accounting skills? Mike: Well, I can count from one to 10 if thats what you mean. Steve: Mike, why are you always such a gonzo?

Mike : Well, I answered your question, didnt I? Steve: I want to know

if you can help with the company accounts. Mike : Oh sorry Steve,

auditing is just not my skill. Steve: Do you know anyone who can

help me? Mike : Follow me and I will take you to the Finance

Department, they will be able to assist you with the income and

expenses. 史蒂夫：迈克，你懂会计吗？迈克：我能从一数到

十如果你指的是这个的话。史蒂夫：迈克，你为什么总是这么

愚蠢？迈克：我不是已经回答了你的问题吗？史蒂夫：我

想知道你是否能帮忙处理一下公司的帐。迈克：噢，对不起

史蒂夫，我不懂查帐。史蒂夫：你知道谁能帮我吗？迈克：

跟我来，我带你去财务部，他们在这些收入支出方面能帮上

你。NEW WORDS 生词 1) Accounting: keeping the financial

records of a person, company or organization 记帐：保持个人、

公司或机构的财政记录 If I need some accounting advice I always

go to a professional accountant. 如果需要会计方面的建议的话，

我会去找专业会计。2) Gonzo: a silly or foolish person 傻瓜、笨

蛋 My boyfriend is a real gonzo but I love him anyway. 我的男朋友

真是个笨蛋，可不管怎样我还是爱他。3) Auditing: checking

the accounting records 审计，检查会计记录 All of the

accountants panic when the auditing staff come in to check their

work! 审计人员来检查工作的时候所有的会计都很慌张。 4) Income: the total amount of money coming in 收入 My income is just not enough for my lifestyle! 按我的生活方式我的收入是不够的。 5) Expenses: the total amount of money going out 花销 If I could control my expenses, I could save some money for the future. 如果能控制花销的话，我会为将来存一些钱。 LESSON 课文 Most companies have a Finance Department whose job is to keep track of all of the income and expenses and prepare the company profit and loss statement and balance sheet. The Finance Department will have clerks to do the simple paperwork, accountants to prepare the formal reports and auditors who will check what the accountants do. Sometimes you will have to go to the Finance Department to get approval for a purchase for the company. Be prepared to answer many questions as the accountant must be sure that its OK to spend the money. The Finance Department are also responsible for your salary. If you have questions about your salary or the amount of tax you pay, the Finance Department can usually assist you. If you want to work in the Finance Department, you should have good numerical skills, a close attention to detail, the ability to prepare reports well and be able to work with money without being tempted to take some for yourself! 大多数公司都有财务部，他们的工作是记录所有的收入和支出以及准备公司的利润亏损表和资产负债表。财务部的办事员做简单的书面工作，会计准备正式的报告，而审计人员检查会计的工作。有的时候你为公司采购必须先到财务部获得批准。要做好回答很多问题的准备，因为会计必须确定这些钱是值得花的。财务部还负责你的薪

水。如果你对工资或应缴税有疑问的话，财务部一般会帮你解答。如果想要到财务部工作，你必须擅长计算，在细节方面观察力很强、有能力做好报告，而且能够跟钱打交道又不受诱惑而将公款据为己有。

Beth: Sally, have you noticed that the people in our Finance Department are always so friendly? Sally: I have noticed that. Why do you think they are so friendly? Beth: Maybe its because they are surrounded by money all day! Sally: Thats possible! I wish I could join the Finance Department in our company. Beth: Why cant you? Sally: My numerical skills are just too bad. I failed mathematics at school, you know. Sally: Well, if you are no good at mathematics maybe you shouldnt work in the Finance Department. You could accidentally loose a lot of money. Beth: You are always so wise Sally. Im glad to have you as a friend. Sally: Were a good team Beth and we should always look out for each other.

贝斯：莎莉，你注意到没有，我们财务部的人都很友好？莎莉：我注意到了。你觉得他们为什么那么友好？贝斯：可能是因为他们整天都跟钱打交道吧。莎莉：很可能！希望我能加入我们公司的财务部。贝斯：你为什么不能呢？莎莉：我在计算方面的技能太差了。要知道我在学校数学不及格。贝斯：如果你数学不好就不应该在财务部工作。你可能会无意中弄丢一大比钱。贝斯：你总是那么明智莎莉。我真高兴有你这样的朋友。莎莉：我们是好的合作伙伴贝斯，应该永远互相关照。

把外销员站点加入收藏夹 欢迎进入：2010年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百考试题论坛外销员 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com