

## **ACCOUNTING TECHNICIAN I/II SUPPLEMENTAL QUESTIONNAIRE**

Please provide concise, but descriptive answers to each of the questions below. Your responses must be limited to **no more than two typewritten pages in total**. Please use a separate sheet of paper for your responses.

- 1. Explain your experience in preparing financial statements or similar reports.**
- 2. Describe in detail a recent accounting project that you have completed.**
- 3. How would you rate yourself (basic, intermediate, advanced) using Excel or a similar spreadsheet software and why?**
- 4. In which area or areas of the Accounting Technician I/II position do you feel you have the strongest experience or training and why? (*e.g., accounts payable, accounts receivable, payroll, maintaining general and subsidiary accounts and ledgers, reconciling statements and accounts, statistical record keeping and reporting, etc.*)**
- 5. What personal or work characteristics make you a great employee?**