

**Supplemental Application Questions**  
*Sr. Accountant*

1. How many years of experience do you have in public investing?  
 I do not have this experience  
 Less than 1 year  
 1 year or more, but less than 3 years  
 3 years or more, but less than 5 years  
 5 years or more
  
2. How many years of experience do you have in computerized accounting?  
 I do not have this experience  
 Less than 1 year  
 1 year or more, but less than 3 years  
 3 years or more, but less than 5 years  
 5 years or more
  
3. In which of the following fields do you have a degree, certification, or specialized/technical training? (Check all that apply)  
 Business Administration                       Other - please indicate  
 Accounting     None of the above  
 Finance

4. Describe any experience you have had reconciling organizational cash.

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5. Which of the following best describes your skill level using Microsoft Excel:  
 No significant experience using Microsoft Excel  
 Experience reading MS Excel worksheets to find information; printing worksheets  
 All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data  
 All of the skills listed above PLUS creating formulas, charts, and macros

6. Describe your experience in working with organizational budgets and budget projections. If you do not have budget experience, type 'none' in the space provided.

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7. Describe your experience in working with property tax including, but not limited to: (calculation, tax rates, TIF districts, tax distribution and property tax). If you do not have experience working with property tax, type 'none' in the space provided.

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8. Indicate your experience in the following as it relates to Accounts Payable processing (check all that apply):

- Inputting AP claims
- Resolving balance issues
- Maintaining vendor listings
- Maintaining sales and use tax records and filings
- Maintaining disbursement notes on vendors
- Processing warrant registers
- Processing ACH files
- Monitoring appropriate procedures and processes (checks and balances)

9. Please describe any Accounting software that you have worked with and indicate the number of years that you have worked with each software program you have listed. If you do not have experience working with Accounting software, type 'none' in the space provided.

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10. Please describe any experience that you have with preparing and submitting budget reports, federal and state grant reports, Capital Asset reporting, and implementing property tax functions associated with special assessments preparation, collection and distribution for cities, townships and county.

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