

Sunnyslope County Water District

Account Technician

Supplemental Questionnaire - July 2010

OVERVIEW: The purpose of this questionnaire is to provide applicants the opportunity to elaborate in greater detail on their experience and training submitted as qualifications for the Account Technician position. This supplemental questionnaire will be used to obtain specific job-related information to assist the District in choosing candidates to participate further in the selection process.

INSTRUCTIONS: On separate paper, and limiting your response to no more than two pages, provide your answers to each of the questions outlined below. Be sure to include your name on each page of your response.

Submit your completed questionnaire along with the required District employment application and typing certificate before the application deadline date and time as posted in the job announcement. Résumés will be accepted as supplemental information but *not* in lieu of the District application. Applicants failing to submit a completed supplemental questionnaire, typing certificate, and a District application will not be considered for the position.

QUESTIONS:

1. What is your experience with performing general accounting duties? Describe the specific duties you have performed, years of experience in each area, and what accounting software you have used. Also discuss your experience with creating and maintaining spreadsheets; include how you would rate your skill level with Excel or other spreadsheet software (basic, intermediate, advanced, or power user) and why.
2. What is your experience in the customer service area? Describe how you would give good customer service in general and then also to: an irate customer, a talkative customer, and a misinformed customer.
3. What is your work experience with accounts receivables (A/R)? Describe your specific duties in A/R including what you did, how often you did it, and how much experience you have.
4. What other computerized software programs are you experienced with? Provide the name of the software, briefly describe its purpose, and then describe some specific projects for which you have used this software. Include a rating of your level of expertise for each program as basic, intermediate, advanced, or power user.
5. Do you have any special expertise or skills relevant to this position that you would like us to consider? Please describe in detail.

Certification of Applicant: I certify that all information provided above is true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Signature: _____ Date: _____