

RANCHO SANTA FE FIRE PROTECTION DISTRICT



Position Title	Accounting Specialist I
Supplemental Questionnaire	To provide us an opportunity to evaluate your background, this supplemental questionnaire is required in addition to our standard employment application form. The information you provide will be used to determine your eligibility to continue in the election process for this position. The application package shall include the standard employment application and supplemental questionnaire.
Instructions	<p>Please respond briefly and concisely to each of the following questions. Your responses shall be typed, or computer printed, double spaced in Times New Roman, 12 pitch. The response to each question shall be limited to one sheet of white paper, single side. Each response shall include:</p> <ul style="list-style-type: none">• in the upper right corner shall have your name and the position title; and• in the upper left corner the date and question number. <p><i>This questionnaire is due at the same time and manner as your application.</i></p>
Questions	<ol style="list-style-type: none">1. Please indicate your level of payroll processing experience.2. Please indicate your level of experience in public sector accounting.3. Please indicate your level of experience with Microsoft Excel.4. What software systems have you used to perform accounting tasks and functions? Please list the name of the software, how you used it, and your proficiency.