



County of Yuba

SUPPLEMENTAL QUESTIONNAIRE	
Senior Accounting Technician	
Name:	Application Filing Deadline:
Daytime Telephone:	Friday, March 3, 2017 @ 5:00 PM
Address:	Send this and all application materials to: Yuba County Personnel Department 915 Eighth Street, Suite 113 Marysville, CA 95901

This supplemental questionnaire is an integral part of the selection process. Your answers to these questions will be thoroughly evaluated in order to determine the most suitably qualified applicants to continue in the selection process. It is important that responses be as detailed as possible. A resume may be submitted but will **NOT** be accepted in lieu of a completed supplemental questionnaire.

Please type responses on a separate sheet of 8 ½ x 11 paper, reference responses to the appropriate questions and attach responses to this cover sheet. Include in the response the name of the employer you worked for, dates of employment, title of your position, your specific role and responsibilities, and how you meet or exceed the experience as required in the minimum qualifications.

FAILURE TO SUBMIT A COMPLETE A YUBA COUNTY APPLICATION AND THIS SUPPLEMENTAL QUESTIONNAIRE TO THE YUBA COUNTY PERSONNEL/RISK MANAGEMENT DEPARTMENT WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.

- Describe your education, training and/or direct work experience performing the following tasks. In your response, include your job title and employer's name.

Accounting Function	Never Performed	Less than 12 Months	12 – 24 Months	24 – 36 Months	36+ Months
1. Collecting Fees/Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Auditing Financial Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Financial Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cash Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Performing office support duties (i.e. typing, proofreading, filing, answering phones, using standard office equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Describe in detail your experience, education and/or training that demonstrates your ability to perform technical and/or complex accounting and financial transactions.
- Describe your experience and/or training, as well as your proficiency level building, developing, and using Excel spreadsheets.
- Describe in detail your experience and/or training performing the following tasks: technical accounting work involving centralized payroll functions, billing claims, accounts payable, tax billing and collection, financial and accounting support and research and examining or reviewing accounting, bookkeeping, financial or statistical data, maintaining accurate arithmetic calculations.
- Describe in detail your experience of directing the work of others on a project or day-to-day basis, and reviewing the work for completeness and accuracy.

I attest under penalty of perjury that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I also certify I have reviewed and understand all the information contained in the General Information section of this supplement. I understand that any misrepresentation and/or falsification of my answers may make me ineligible to continue in this recruitment. My signature authorizes the County of Yuba to make any appropriate investigations to verify information.

Signature of Applicant: _____ **Date:** _____