

Monterey Bay Air Resources District

Supplemental Questionnaire Senior Fiscal Assistant

Instructions: Please respond to each of the following questions. Type or print your responses on 8-1/2" x 11" paper with at least a 10 point font. **Please limit your responses to one page per question or part.** Your answers may be used to further evaluate your directly related experience, education, and training to continue in the selection process. Do not combine your responses, or reference your application or resume to answer a question.

Please be advised that the information you provide will be evaluated "as is" and incomplete, vague, or illegible responses will likely receive lower ratings. Therefore, it is very important to provide concise, organized, and easy to follow responses to each question.

1. Briefly describe your experience and/or training in the four areas listed below:
 - a. Accounts payable - including volume of payables;
 - b. Payroll processing - including number of employees and the payroll system(s) used;
 - c. Bookkeeping and financial record keeping - including any experience with general ledger and governmental fund accounting;
 - d. Employee benefit administration.

Please return this signed form with your responses attached to your application.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms and conditions, or privileges of employment.

Signature: _____ Date: _____

Please indicate below the source or website used to find this job announcement.
