



ACCOUNT SPECIALIST SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements and are the **best qualified** for the position will continue in the exam process.

DIRECTIONS:

It is critical that you respond to this supplemental questionnaire completely; however please limit your responses to no more than one page for each question. Indicate your name on each page of your response. **Applications without a completed supplemental questionnaire will not be accepted.**

PLEASE BE ADVISED THAT although you may possess the minimum requirements for this exam, you are **not guaranteed** advancement in the selection process.

1. Describe your work experience in the areas of accounts receivable, accounts payable and payroll. In your response, include the name of your employer, job title and depth of experience.
2. This position requires proficiency in the use of computer applications including word processing, spreadsheet and database software in a Windows environment. Please describe your abilities in this area and what software applications you are familiar with. In your response include: (a) the types of data/databases involved, (b) software programs used and (c) whether your experience involved the creation of spreadsheets and formulae and/or using spreadsheets for data entry.
3. A primary responsibility of this position will involve landlord/owner account payables. Describe your training or work experience relating to: (a) computerized accounts payable systems/software, (b) resolving discrepancies in payables and (c) interfacing with vendors regarding accounts payable issues.
4. Briefly describe the extent of your experience in working with and providing information and assistance to the public.
5. Describe and provide an example of how well you work under pressure and with deadlines.