

Supplemental Questions – Accounting Technician

- * 1. Do you have two years of technical support accounting experience including coding transactions and checking them for propriety? **Be sure experience is demonstrated on your resume to receive credit for response.**
- ☐ Yes, I have two years of technical support accounting experience including coding transactions and checking them for propriety.
 - ☐ No, I do not have two years of technical support accounting experience including coding transactions and checking them for propriety.
- * 2. How many college credit hours have you completed in accounting courses?
If you have not completed accounting courses, select N/A. **Be sure to attach transcripts demonstrating completion of these courses to receive credit for response.**
- ☐ N/A
 - ☐ Less than 12 quarter hours/9 semester hours
 - ☐ 12 or more quarter hours/9 or more semester hours
- * 3. Which of the following best describes your level of experience using word processing software similar to Microsoft Word?
- ☐ No experience
 - ☐ Beginner (typing correspondence such as letters and memos)
 - ☐ Intermediate (creating mail merge, fillable forms, templates)
 - ☐ Advanced (building macros, styles, wizards)
- * 4. Which of the following best describes your level of experience using MS Outlook or similar e-mail system?
- ☐ Less than 6 months
 - ☐ 6-11 months
 - ☐ 1-2 years
 - ☐ 3 years or more
 - ☐ None of the above
- * 5. Which of the following best describes your level of experience using Microsoft Excel?
- ☐ No experience
 - ☐ Beginner (setting up formatted worksheets and sorting data)
 - ☐ Intermediate (Creating formulas, charts and graphs, pivot tables and links between files)
 - ☐ Advanced (Creating worksheets with decision-making capabilities, macros and importing data from other sources)

- * 7. Which of the following functions are you able to perform in Microsoft Excel or any other spreadsheet program? Check all that apply. **(Please be Advised: TIC may request qualified applicants invited to interview for this position complete a Microsoft Excel proficiency test. Failure to demonstrate proficiency with Excel as identified in this question may result in elimination of your application for consideration.)**
- ☐ Search/Find
 - ☐ Enter data
 - ☐ Use keyboard shortcuts (e.g. Ctrl + C)
 - ☐ Switch between worksheets
 - ☐ Create formulas
 - ☐ Sorting data
 - ☐ Create charts and graphs
 - ☐ Import data from other sources
 - ☐ None of the above
- * 8. Which best describes your experience using a computer to enter and retrieve data?
- ☐ Entered mainly one type of data. The data was not verified after entry for accuracy.
 - ☐ Entered data and the work was reviewed by someone else (supervisor or coworker) to ensure that the data entered was true and accurate.
 - ☐ Entered data and had full responsibility for ensuring data entered was true and accurate without someone reviewing work.
 - ☐ None of the above
- * 9. What best describes the majority of your experience processing financial transactions?
- ☐ Processed financial transactions in a private sector professional setting (medical, legal, bank, corporate, etc.)
 - ☐ Processed financial transactions in a retail business setting (department store, grocery store, restaurant, etc.)
 - ☐ Processed financial transactions in a public sector setting (federal, state, county, city government, etc.)
 - ☐ Non-work-related experience processing financial transactions.
 - ☐ No experience processing financial transactions.
10. If you answered that you have experience processing financial transactions, please describe in detail:
1. how you gained your experience;
 2. your specific job duties; and
 3. your level of responsibility.

* Required Question