

## 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