



Northstar Community Services District
Accounting Technician I

Applicant Name:	
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Supplemental Questionnaire (Please complete all 7 questions. Attach additional paper if necessary.)
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1. Using the 1-5 scale shown below, please evaluate your skill level in the following areas:

1 = Not at all skilled	2 = Slightly skilled	3 = Moderately skilled	4 = Very skilled	5 = Extremely skilled
	Use of Accounting Software			Utility Billing
	Accounts Payable			Purchase Requisition/Purchase Order Process
	Accounts Receivable			Posting Transactions
	Payment Processing			Account Reconciliation
	Payroll			Microsoft Excel

2. Why are you interested in this position?

3. Describe how your education, skills, and/or experience make you the ideal candidate.

4. Describe what it means to you to be a "team player," then describe an experience when you worked as part of a **WVggZ** team.

5. In the last two years, what initiatives/training opportunities have you taken outside of your daily work environment to enhance your skillset?

6. What have been your most satisfying and most disappointing on-the-job experiences?

7. We are interested in how you show initiative to go beyond everyday requirements. Please provide an example of when you have shown initiative on the job.