



Northstar Community Services District

Accounting Technician

Applicant Name:

Supplemental Questionnaire (Please complete all 7 questions. Attach additional paper if necessary.)

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 ~~W~~ggz` 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.