Santa Clara County

SCHOOLS' INSURANCE GROUP

SUPPLEMENTAL APPLICATION

ACCOUNTANT

NAME:_____PHONE (Days):_____

ADDRESS:_____PHONE (Eves.):_____

CITY/ZIP:_____DATE:_____

This supplemental application has been designed to solicit specific information about your background which is directly related to job performance factors for the position of Accountant. It has been included in this examination because the information might not be apparent from the more conventional material which you have been asked to submit. Also, it affords each applicant an opportunity to explain more fully his or her qualifications for this position.

Please provide your responses within the spaces provided. However, if you feel that additional space is required, you may attach additional sheets of paper, but follow the same format.

NOTE: Other application material will not be considered without the completion of this form.

SUPPLEMENTAL INFORMATION

1. Please describe your experience in or knowledge of business or accounting activities in a JPA, public sector or school district.

2. At least three years of experience in accounting and business related functions is desirable, but not essential. Please describe your pertinent experience if any, and to what degree it pertains.

3. Please describe your experience working with codes, laws, policies, and regulations affecting public/school district administration and/or insurance and risk management operations.

4. Please describe your experience in the planning, coordination, and supervision of the provisions of public agency budget management.

5. Please describe your experience in the preparation and maintenance of accounting records, including accounts receivable, accounts payable, payroll, general ledger and financial statements.

6. Please describe your experience in the development and recommending of policies for the administration and operation of a JPA or other public agency business office.

7. Please describe whatever experience you might have working with accounting principles, including accrual accounting and your level of proficiency with computer software.

8. Please describe your experience in communications with other agencies, vendors, and co-workers.

9. Please describe your work experience involving budgeting, accounting, and statistical or analytical reporting to a governing board.

Thank you for expending the time and effort!!