

Office Specialist

SUPPLEMENTAL QUESTIONNAIRE

IMPORTANT-PLEASE READ CAREFULLY: Applicants for this position are required to submit responses to the following supplemental questions. Your response will give us information about your background and experience related to this position **and will be used in the selection process**. Be concise and specific. Completeness, neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. **Information presented in your application or resume will not be accepted in lieu of answering these questions in detail.**

On a separate sheet of paper, provide responses to the following questions. Responses may be typed or hand-written. Please number each response to correspond with the respective question. Put your name on the top of each page submitted.

1. Describe why you want this position and what in your education or experience qualifies you for this position.
2. Describe any experience you have in payroll and benefits processing.
3. Describe any experience you have in working with general ledger and subsidiary schedules.
4. Describe one professional achievement which best illustrates your initiative and problem solving ability. Include in your response the following information: a) the challenges you encountered, b) the methods you used to resolve the problem, and c) the outcome.
5. Describe one experience that demonstrates your ability to manage deadlines and on-going changes in priorities.
6. Describe your proficiency levels in Excel, Word and PowerPoint providing examples of the type of work product you are able to produce with each.
7. Describe any experience you have working with personnel management/financial accounting software.