

Accounting Manager
Financial Management Division
Recruitment #2013-03-5207

Supplemental Questionnaire

1. Do you have a bachelor's degree or associates degree in accounting with at least 18 quarter or 12 semester college-level accounting hours? (Yes or No)

2. Do you have at least five years of governmental accounting experience? (Yes or No)

3. Do you have at least three years of experience as a supervisor or mid-level manager of a group of financial management staff? (Yes or No)

If "yes", how many staff did you manage and what were the general functional responsibilities of the group you managed?

4. Are you proficient using both Microsoft Word and Excel? (Yes or No)

5. Describe your experience with managing staff and correcting performance issues? Include one or two examples of lessons learned.

6. Describe your experience with:
 - a. Developing rates for cost-recovery
 - b. Managing budgets for programs or functional areas
 - c. Developing performance measures
 - d. Delivering presentations

7. Describe your experience performing financial data analysis. What was your role and how did your analysis lead to future improvements or cost savings.