

Application for Accounting Technician for West Saline Water Users Association

Date: _____

Name: _____ **Number you can be reached:**

Address: _____ **Home:** _____ **Cell:** _____

City: _____ **State:** _____ **Zip:** _____

Work history:

Company name: _____ Supervisor: _____

Address: _____

Job title: _____ State date: _____ End date: _____

Can we contact: Yes No Phone: _____

Company name: _____ Supervisor: _____

Address: _____

Job title: _____ State date: _____ End date: _____

Can we contact: Yes No Phone: _____

Company name: _____ Supervisor: _____

Address: _____

Job title: _____ State date: _____ End date: _____

Can we contact: Yes No Phone: _____

Company name: _____ Supervisor: _____

Address: _____

Job title: _____ State date: _____ End date: _____

Can we contact: Yes No Phone: _____

Education

High school diploma? Yes No GED? Yes No +

College? Yes No Did you receive a degree? Yes No

Accounting Experience? Yes No If yes, please list duties below

Do you have a valid Arkansas drivers license? Yes No

Do you have a good driving record? Yes No

References (please do not include family members)

Name: _____

Address: _____

Phone Number: Home: _____

Cell: _____

Name: _____

Address: _____

Phone Number: Home: _____

Cell: _____

Name: _____

Address: _____

Phone Number: Home: _____

Cell: _____

Name: _____

Address: _____

Phone Number: Home: _____

Cell: _____

Please print your name _____

Signature _____ Date _____

Questionnaire:

1. Do you have experience with Word, Excel and Quick Books? Yes No

2. If you have experience in Quick Books, how many years? Yes No

Describe your work using Quick Books:

3. Do you have experience creating and presenting a monthly financial statement to managers or to a board? Yes No

4. Do you have experience creating payroll checks, monthly payroll deposits, quarterly payroll reports, worker compensation forms and preparing W-2's? If so, please explain

5. Do you have any accounts payable, accounts receivable or general accounting experience? Yes No If so please explain

6. Have you ever created and remitted monthly sales tax reports? Yes No

7. Have you performed accounts receivable duties such as posting payments or handling daily reports? Yes No

8. Explain your experience of handling accounts payable duties of processing the bill payments and reconciling the payments to the bank statement.

9. Do you have any experience working with internal or external auditors? Yes No If so, describe your experience:

10. Describe reconciling bank statements other than your personal bank account.

11. Have you ever had a situation that you had to deal with an angry customer or co-worker? Yes No If yes, please describe the situation

12. Problem solving ability – describe a work place situation you encountered that was especially challenging?

13. How comfortable and adept are you with technology?

14. How comfortable you in preparing monthly financial reports by collecting, analyzing and presenting monthly report to the board? -

15. Are you interested in working part time? Yes No If yes, please provide what provide hours available to work.

Hours: starting time _____ to ending time _____

Days available to work:

Monday

Tuesday

Wednesday

Thursday

Friday

16. What skills and strengths can you bring to the water department?

17. Have you ever worked handling money and recording payments? Yes No