



SUPPLEMENTAL QUESTIONNAIRE

Accounting Analyst, Capital & Grant Programs

Class Code: 99264/Exempt

Applicant Instructions: On a separate sheet, type or write your answers to the following questions regarding your experience and qualifications related to this position. The Supplemental Questionnaire is part of the recruitment process and must be submitted along with your completed District Application for Employment. Applications received without the completed Supplemental Questionnaire will not be considered. You may attach as many sheets as required.

1. Please describe your position-related experience in Accounting that supports your ability to handle the job as described in the *Position Description* section of the position posting. Be sure to include a self assessment of your recent work experience that you feel is advantageous in identifying you as a viable candidate for this position.
2. Please describe your position-related experience in preparing grant reports or billing documents. Include the reporting year in which you participated, your role and responsibility, and the name of the grantor/grantee. Additionally, please describe your work experience in the following two reports:
 - A. Comprehensive Annual Financial Report (CAFR)
 - B. State Controller's Report
3. Please describe your experience as an oversight contact person for internal and external audits. Describe in detail your role and responsibilities in an audit phase, especially what level of reports you prepared/reviewed, and the personnel you lead or supervised.
4. Elaborate on your career goals and why you feel this position suits your professional needs.