



ACCOUNTING TECHNICIAN SUPPLEMENTAL QUESTIONS May 2025

Instructions for Supplemental Questions:

Please be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. Your responses to the questions must be supported by both the work experience listed on your application as well as your resume. The rating of the supplemental questions may determine your application status and/or rank on the eligible list. Responses should be sufficiently detailed to assist in evaluating your qualifications for this position. Writing 'see resume' or 'N/A' is not a sufficient response (unless indicated).

Type a thorough response to each of the following questions. Specify what you would do as well as the reasons behind your actions.

Questions 1-4:

1. Please describe the skills and experience you currently have that make you a good candidate for an Accounting Technician?
2. List any payroll and/or financial systems that you have experience with. In which are you most proficient?
3. Give an example where you were unable to meet a deadline. How did you handle it and how did you resolve the issue?
4. How do you ensure accuracy and reliability in your accounting work?