

**EAST BAY REGIONAL PARK DISTRICT - ACCOUNT CLERK
SUPPLEMENTAL STATEMENT**

(To be attached to District Application Form)

Name: _____

The purpose of this statement is for you to elaborate on your qualifications in specific, job-related areas. It is important that you fill out this form thoroughly and concisely. You are welcome to attach a resume, but not in substitution for this supplemental statement. Please limit your responses to the space provided.

I. PAYROLL -

Identify a job from your application in which you had the most relevant experience preparing and processing payroll. Describe your responsibilities in detail and estimate the volume of employees you paid each payroll. Did you process payroll internally or did you use an outside payroll service?

II. ACCOUNTS RECEIVABLE -

Identify a job from your application in which you had the most relevant experience in accounts receivable, specifically, with preparing and reconciling bank deposits and recording cash, issuing invoices, and preparing journal entries. Describe your responsibilities and include an estimate of the number of bank accounts you dealt with and the average amount of cash you handled daily.

III. ACCOUNTS PAYABLE -

Identify a job from your application in which you had the most relevant experience in accounts payable, specifically, with purchase requisitions, purchase orders, construction and retention payments, utilities and other vendor invoice processing. Describe your responsibilities, including an estimate of the average weekly volume of invoices processed, and your experience in resolving vendor / customer issues.

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IV. GRANTS ACCOUNTING -

Identify a job from your application in which you had the most relevant experience in grants accounting, specifically, administering and maintaining financial records for public and local grants; assisting with capital projects budgets. Describe your responsibilities.

V. COMPUTERS

Please indicate the level of ability/knowledge you have in the box under the appropriate column.

<u>Word Processing</u>	<u>No Knowledge Of</u>	<u>Some Familiarity</u>	<u>Intermediate Level</u>	<u>Advanced Level</u>
Microsoft Word (Version _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Other Software Applications</u>				
Microsoft Excel (Version _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access (Version _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sungard IFAS _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. EDUCATION/TRAINING

Please list any seminars, workshops or college-level, business or accounting courses you have completed that are relevant to the position of Account Clerk.

<u>COURSE TITLE</u>	<u>DATES OF COURSE</u>	<u>INSTITUTION</u>	<u>UNITS/HOURS COMPLETED</u>
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VII. OTHER SKILLS/ABILITIES -

Apart from what you have covered above, please describe any other skills or abilities you possess that are appropriate for this position.

I certify that all my responses to the questions listed on this form are true and correct to the best of my knowledge. I agree and understand that any misstatement or omission will cause forfeiture on my part to all rights to any employment with the East Bay Regional Park District.

Signature: _____

Date: _____