

HANFORD ELEMENTARY SCHOOL DISTRICT

ACCOUNT TECHNICIAN III
ACCOUNTS PAYABLE/PAYROLL

SUPPLEMENTAL APPLICATION QUESTIONS

INSTRUCTIONS: As part of the selection procedure, the following questions measure necessary employment standards for the position(s) and must be complete in order to qualify for consideration. Please attach your responses to the application.

NOTE: An application will be considered incomplete without the responses to these questions.

1. Describe your previous job experience which qualifies you for the position of Account Technician III.
2. Explain the most difficult payroll or accounting situation you have been responsible for correcting. In your response, provide any solutions you implemented to prevent the situation from occurring again.
3. What types of computer software programs do you have experience with? Explain the types of reporting you would expect for an efficient payroll processing system.
4. What is the most difficult employee relations issue you have been had to deal with? Explain what you did to resolve the situation.
5. What system or method would you use to organize a desk requiring the meeting of critical deadlines in peak periods?