

3. Are you a Certified Payroll Professional (CPP)

Yes No

4. Please provide a summary of your experience in each the following areas. Use extra paper if necessary. Do not say, "see resume."

- Performed regular payroll reporting and/or making payments to various agencies using Internet resources, i.e., Federal tax reporting; State retirement, unemployment, and/or child support payments/reporting; deferred compensation or Flex Plan contributions; etc.

- Prepared weekly, monthly, quarterly and annual payroll reports.

- Calculated payroll and/or benefits cost projections for budget planning.

5. Describe other accounting work experience you have that may include accounts payable, accounts receivables, preparing or entering journal entries, cash reconciliation or work with the general ledger.

6. **This position requires a high level of proficiency and experience with a complex computerized payroll and integrated financial system, as well as software programs including Microsoft Word processing and Excel spreadsheet applications.**

Computer Applications	Work or documents produced, and records maintained
Type of computerized payroll system:	
Municipal or other governmental agency financial system:	
Microsoft products: MS Word, Excel, etc.	

I certify that the information provided in this supplemental questionnaire accurately represents my work experience, knowledge and skills.

Signature

Date