

Westlands Water District
Supplemental Application

ACCOUNTANT
General Accounting

Please submit responses to the following questions along with your employment application no later than the final filing deadline. Your responses should be numbered and addressed on a separate sheet of paper.

1. Describe your experience in the following areas:
 - a. Preparing and maintaining accounting ledgers, journals, and supporting records.
 - b. Preparing budgets, including document preparation and expenditure coding.
 - c. Researching, compiling data, and preparing detailed financial reports and statements.
 - d. Preparing feasibility studies and Federal and State reports.
 - e. Analyzing, developing, or modifying manual and/or automated accounting systems.
 - f. Preparing and/or auditing reconciliation of financial records.
 - g. Processing payroll in compliance with current payroll regulations.

2. Identify any accounting and other software (e.g. Excel, Word) you are proficient in using, and describe your level of proficiency.

3. Describe your experience analyzing and developing financial data and reports.

4. Describe your experience participating in audits.

5. Describe your experience interpreting and applying policies, regulations, and guidelines.

6. Describe how your organizational skills have helped you in project management, teamwork, and interaction with others.

7. Describe how your education, experience, and training have prepared you to work with minimal supervision, direction and guidance, and to use all available resources to find solutions and work independently.

8. After reviewing the Notice of Job Opening, are you able to perform the essential functions of the position without reasonable accommodation? Yes No
If no, please describe the type of assistance or accommodations needed:

9. The District's conditional offer of employment includes your legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of your employment history, education, training, and any licensing requirement. Do you foresee any issue to any of the above? Yes No
If yes, please provide explanation.

Your submission of the information provided in the Supplemental Application certifies that the responses provided are true and correct to the best of your knowledge. You understand that any misrepresentation or falsification of information may result in failure to receive an offer of employment, or if you were hired, may result in discharge from employment. You agree that any of the statements you have made herein may be verified by Westlands Water District.