

To be considered, your current application and this completed questionnaire must be on file or received in Nebraska State Personnel, wrk4neb.dasper@nebraska.gov, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509-4905, or postmarked by **September 5, 2008**.

NDEQ Supplemental Questionnaire
Accounting Clerk II, #84-77507-1

Name: _____

Social Security Number: _____

1. Software experience (**check all that apply**):

	Training taken		Use less than once per month	Use once per week	Use daily	
Microsoft Word						
Microsoft Excel						
NIS (Nebraska Information System)						
Other Accounting software: Name: _____						

2. Post-secondary coursework in Accounting, Finance, or related field (**select one**):

- _____ None
- _____ 0 to 2 years, coursework but no degree Field of study: _____
- _____ 2 to 4 years, coursework but no degree Field of study: _____
- _____ Associate degree Field of study: _____
- _____ Bachelors degree Field of study: _____
- _____ Bachelors degree plus other coursework Field of study: _____
- _____ Bachelors degree plus advanced degree Field of study: _____

3. Direct experience with the following (**check all that apply**):

	No Experience		Perform less than once per month	Perform once per week	Perform daily	
Allocate expenditures across multiple funding sources						
Pre-Audit/Audit the work of co-workers						
Enter and organize tabular data for graphs, tables, reports						

	No Experience	Perform less than once per month	Perform once per week	Perform daily	
Maintain Databases -Types: _____ _____					
Edit and produce financial reports					
Process and distribute requisitions					
Process purchase orders					
Enter fixed assets and surplus into NIS system or other inventory systems. Identify other systems:____ _____ _____					
Process disbursement documents					
Process employee expense vouchers					
Work with public - telephone					
Work with public - in-person					
Work with public - letters, e-mails					
Coordinate activities with other staff					
Work as sole accountant					
Work on a team that shared similar accounting responsibilities					
Obtain information from others who are extremely busy and not interested in helping					