**Recruitment # 23-211** \_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME

Superior Court of California – County of Tulare

SUPPLEMENTAL APPLICATION FORM

Finance Specialist

**This supplemental application form is an examination. All candidates are required to complete and return this supplemental application form with their application for this position. The supplemental application form will be used to select the most highly qualified candidates who will then advance to the next step in the selection process. The questions that follow will be used to evaluate the extent to which a candidate has demonstrated and applied the knowledge, skills and abilities critical to successful performance in this position. Briefly and concisely respond to each of the following questions. Limit your responses to one 8 1/2" x 11" page per question except for number 3 in which you may use additional pages if necessary. Responses must be legibly handwritten or typed.**

***The following questions measure necessary employment standards for this position. A response to all of these questions is required to be considered for this position.***

1. Based on the requirements of the job, briefly describe how your education, experience, and training qualify you for this position.
2. Please describe your experience in analyzing financial data, interpreting results and preparing financial reports and statements.

3. Indicate below the bookkeeping tasks and related procedures that you have performed.

Maintained and balanced special fund ledgers

Calculated and posted income and expenses to various accounts

Maintained daily cash journal

Reconciled journal entries, making sure debits equal credits

Prepared periodic trial balances

Received and disbursed funds

Identified that checks are properly issued and endorsed

Maintained and reconciled financial documents for payment

Checked and prepared financial documents for payment

Prepared financial reports such as cash fund expenditure, revenue, and status reports and reconciled them with corresponding ledger

Made complex adjusting and closing entries to ledgers

Performed encumbrance procedures

Maintained complex financial and statistical ledger systems

Used bookkeeping terminology

Analyzed and interpreted difficult and complex records and accounts

Other: \_\_\_\_\_     \_\_\_\_\_\_\_\_

*The Superior Court for Tulare County makes reasonable accommodations for differently abled individuals, provided the employee can perform the essential duties of the job. Each situation will be considered on an individual basis. If you have any questions, please contact the Personnel department. A copy of the job description for this position is available upon request.*

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment. I understand that employment may require passing a medical examination and proof of a satisfactory driving record.

Print Name:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_