



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**

CONNECTING VALUE TO WASTE

1) What is the highest level of education you have completed?

High School or GED equivalent

Associate degree or certification

Bachelor's Degree or higher

None

2) Do you have three or more years of Accounting/Bookkeeping working experience?

Yes

No

3) Provide information about where you gained the experience you refer to in question #2, include the name of the employer you worked for in obtaining the accounting/bookkeeping experience; your job title; dates of employment (mo/yr to mo/yr); and whether it was full-time or part-time. If it was part-time, include the number of hours you worked per week. **Do not write "see resume" or "see application"**. If you do not have experience in this area, write NA in the space below.

4) How many years of working experience do you have in Accounts Payable?

No experience in this area.

Formal coursework in this area.

Less than one year of experience.

At least one year of experience, but less than two years of experience.

Two or more years of experience.

5) Provide information about where you gained the experience you refer to in question #4, include the name of the employer you worked for; your job title; dates of employment (mo/yr to mo/yr); and whether it was full-time or part-time. If it was part-time, include the number of hours you worked per week. For coursework, indicate the name of the school, the title of the course(s), and the dates of the course(s). **Do not write "see resume" or "see application"**. If you do not have experience in this area, write NA in the space below.

6) Which best describes your experience with PeopleSoft?

No experience in this area.

Less than one year of experience.

At least one year of experience, but less than two years of experience.

Two or more years of experience.

7) Provide information about where you gained the experience you refer to in question #6, include the name of the employer you worked for; your job title; dates of employment (mo/yr to mo/yr); and whether it was full-time or part-time. If it was part-time, include the number of hours you worked per week. For coursework, indicate the name of the school, the title of the course(s), and the dates of the course(s). **Do not write "see resume" or "see application"**. If you do not have experience in this area, write NA in the space below.

8) Do you have experience in reconciling account discrepancies, identifying errors, tracing errors to their source, obtaining correct data and entering corrections?

Yes

No

9) Provide information about where you gained the experience you refer to in question #8, include the name of the employer you worked for; your job title; dates of employment (mo/yr to mo/yr); and whether it was full-time or part-time. If it was part-time, include the number of hours you worked per week. For coursework, indicate the name of the school, the title of the course(s), and the dates of the course(s). Do not write "see resume" or "see application." If you do not have experience in this area, write NA in the space below.

10) Describe your experience with Microsoft Excel.

No experience.

Experience creating, modifying and printing worksheets; moving, copying and pasting data; saving, printing and editing; and using proofing tools to correct errors.

All of the skills listed above, plus experience working with basic formulas and functions; using relative and absolute cell references; and working with multiple worksheets.

All of the skills listed above, plus experience using named cells, ranges and formulas; and calculating using advanced functions to include running macros.

11) Provide information about where you gained the experience you refer to in question #10, include the name of the employer you worked for; your job title; dates of employment (mo/yr to mo/yr); and whether it was full-time or part-time. If it was part-time, include the number of hours you worked per week. For coursework, indicate the name of the school, the title of the course(s), and the dates of the course(s). **Do not write "see resume" or "see application"**. If you do not have experience in this area, write NA in the space below.

12) Do you have or have you ever held a professional license?

Yes

No

13) If you answered "yes" to question #12, please list the type of license(s) and the State or jurisdiction the license is or was held; also indicate the status of your license(s).