

SUPPLEMENTAL QUESTIONNAIRE

Senior Accounting Officer (Specialist)

Position Number: 530-001-4567-003

These Supplemental Questions must be answered in writing and submitted with your application in order to be considered for an interview. Be prepared to discuss your responses during the interview.

- 1.** The position involves a high-volume of invoices and travel expense claim (TEC) processing. Please provide an Invoice Checklist and a TEC Checklist that you would use to ensure that these documents are processed according to the State's accounting principles, methods, and procedures. Explain why the checklist items are needed.
- 2.** Please describe your experience working with Calstars. What reports have you used? How did they help you track expenditures, encumbrances and other information?
- 3.** Please outline your knowledge/experience of Fi\$cal. Explain how it relates to Calstars, Accounts Payable, Accounts Receivables, TEC, and other payment documents.