



SUPPLEMENTAL QUESTIONNAIRE

ACCOUNTANT

The supplemental questionnaire, along with your application packet, will be reviewed as part of the recruitment process.

Please answer the following questions. Additional sheets may be attached.

1. Please describe your professional experience as it relates to the following:
 - Month-end and/or year-end close
 - General ledger account reconciliation
 - Review and analysis of general ledger transactions
 - Posting journal entries
 - Preparation and analysis of financial statements
 - Researching complex accounting issues
 - Daily cash management and monthly bank reconciliations
 - Fixed asset reconciliation
 - Inventory reconciliation
 - Capital improvement project accounting
 - Assisting in the coordination of the annual year-end audit
2. Describe a situation where you had to take initiative in a high-pressure or challenging environment.

Applicant Name

Applicant's Signature

Date

You may submit your answers to humanresources@eid.org