

SUPPLEMENTAL APPLICATION FISCAL ANALYST

APPLICANT INSTRUCTIONS: Respond honestly and truthfully to all questions. Over-evaluating your skill level is considered providing false and/or misleading information. The statements you make on this form are subject to verification. Applicants found to have provided false or misleading information of their skills **will be disqualified** from further employment processing or, if hired, **will be immediately terminated** from employment.

EDUCATION:

This position requires a Bachelor's degree in accounting, finance, business administration or related field.	Yes	No
Do you meet this education requirement? <i>If yes, please attach a copy of your diploma or official transcript showing your degree and academic major to your application in Ed-join.</i>	☐	☐

SPECIALIZED TRAINING: Indicate the subject areas in which you have completed coursework (other than for a degree) or specialized training

I have received formal training or completed coursework in:	Check if yes
Generally Accepted Accounting Principles (GAAP)	☐ Yes
Governmental accounting	☐ Yes
California Standardized Account Code Structure (SACS)	☐ Yes
California State School Accounting Manual (K12 school districts)	☐ Yes

SOFTWARE: Check your level of proficiency with each software listed below.

Rating Scale			
1 = No experience in using this software proficiently in work-related applications			
2 = Limited experience using this software proficiently in work-related applications			
3 = Proficient and experienced in using this software in work-related applications			
Software:	Rating		
	1	2	3
MS Word	☐	☐	☐
MS Excel	☐	☐	☐
Financial 2000 (<i>SBCSS financial software program</i>)	☐	☐	☐
Other Financial Software Program (indicate name of program below):	☐	☐	☐

EXPERIENCE:

This position requires two years of increasingly responsible accounting experience preferably in a school district or governmental setting.	Yes	No
Do you meet this experience requirement? <i>This experience must be clearly indicated in the work/employment history section of your application in Ed-join including accurate dates of employment and a complete description of your job duties. References to a resume will not be accepted in lieu of a completed work/employment history section.</i>	☐	☐

SPECIALIZED EXPERIENCE: Check the areas in which you have on-the-job experience.

Rating Scale				
0 = No experience or less than one year		2 = Three to five years experience		
1 = One to three years experience		3 = More than five years experience		
Experience in	Check rating			
	0	1	2	3
Financial record-keeping	☐	☐	☐	☐
Fiscal analysis	☐	☐	☐	☐
School district accounting	☐	☐	☐	☐
Public agency accounting	☐	☐	☐	☐

QUALIFICATIONS: According to the job announcement, check the level of your proficiency to perform the minimum qualifications listed.

Rating Scale			
1 = No experience applying this knowledge in work-related situations			
2 = Limited experience to applying this knowledge in work-related situations			
3 = Proficient and experienced in applying this knowledge in work-related situations			
Qualifications:	Rating		
	1	2	3
Accounting and fiscal systems, policies, procedures and practices	☐	☐	☐
Accounting principles applicable to school district accounting	☐	☐	☐
Bookkeeping and financial record-keeping principles	☐	☐	☐
School district accounting laws, practices and procedures	☐	☐	☐
Budgeting, accounting, fiscal policies and practices	☐	☐	☐
Financial analysis and projection techniques	☐	☐	☐
Statistical research and analysis	☐	☐	☐
Preparing, reviewing and controlling assigned accounts	☐	☐	☐
Verifying, balancing and adjusting accounts	☐	☐	☐
Preparing financial statements, comprehensive accounting reports and other technical financials	☐	☐	☐
Modifying budgets based on analysis and projections	☐	☐	☐
Compiling, consolidating, summarizing and analyzing data for state-mandated or similar required reports	☐	☐	☐
Modifying budgets based on analysis and projections	☐	☐	☐
Analyzing and reviewing funding sources in order to maximize revenues	☐	☐	☐
Satisfying customer needs using tact, patience and courtesy	☐	☐	☐
Providing training and technical assistance to other agency employees regarding accounting and budgeting policies, procedures and requirements	☐	☐	☐

ACKNOWLEDGEMENT: I certify that all my statements in this supplemental application are true and complete, and that if I have made any false statements, I may be disqualified or dismissed.

Signature: _____ **Date:** _____