



Payroll Specialist / Bookkeeper Position – Supplemental Questionnaire

Please answer the following questions, attach additional sheets if necessary.

1. Describe your experience preparing paychecks and related payroll activities.

2. Describe your experience working with QuickBooks software (desktop, online and/or MAC).

3. Describe your accounting education and training.

4. Describe your experience with accounts payable and accounts receivable.

5. Describe your experience preparing financial statements and management reports.

6. Describe your ability to manage your time and meet deadlines.