

Applicant Name: _____
Social Security Number: _____
Date: _____

VENTURA REGIONAL SANITATION DISTRICT SUPPLEMENTAL QUESTIONNAIRE

MANAGEMENT ANALYST - FINANCE

The selection process for this position will involve a review of applications to determine the most qualified candidates. The most qualified candidates will be invited to participate in subsequent steps in the selection process which may include a written/practical exercise, an oral board assessment, and a selection interview.

The first step in the process, application review, will include a review of your responses to this Supplemental Questionnaire. This information will be used to evaluate your training, education and experience as it relates to the requirements for this position. Please submit your responses to the following questions, with your District application, to the Human Resources Office by 5 p.m. on the final filing date.

Using additional sheets as necessary; provide detailed information to the following questions. Please be concise but complete.

1. Please describe your experience in the following areas (including your role and responsibilities): financial modeling, rate setting, investments and portfolio management; utility billing; and CAFR preparation.
2. Describe your experience in preparing, approving and submitting financial reports to internal and external users.
3. What is your experience interpreting, explaining and applying general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of enterprise fund and general fund municipal agencies.
4. Please rate your level of proficiency (inexperienced, competent or highly skilled) in the use of the following computer applications: Excel; Word; Access; Power-Point; Great Plains Financial Software.
5. Describe the most difficult or complex written report or document that you have prepared. Include details about what was involved in preparing the document such as research, complex calculations, and developing recommendations.