GET Finance Coordinator

Supplemental Questionnaire

April 2014

Please provide responses to the Required Qualifications and Desirable Qualifications sections of this questionnaire. Offer responses/examples to the statements below. This document must be included with your application packet to be considered for this position.

**Required Qualifications**

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| --- | --- |
| Statement | Response/Example |
| High school diploma or GED certificate. |  |
| Two years of experience in a fiscal capacity or equivalent. |  |
| Knowledge of computer concepts, including MS Office products – Outlook, Word and Excel.  Summarize your experience and include an assessment of your level of knowledge in MS Office as beginner, developing, skilled, or expert. |  |
| Ability to work effectively as a team member. |  |
| Able to work independently, apply and interpret laws, policies and procedures; use good judgment in evaluating and making decisions. |  |
| Effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, coordinate work assignments with others, and inform supervisor when additional resources are needed. |  |
| Ability and willingness to speak and communicate effectively with customers, supervisors and co-workers; to maintain a courteous attitude toward public and program staff; and to interact harmoniously and productively with GET co-workers and the entire WSAC agency. |  |
| Perform duties efficiently in a high volume, fast paced environment.  Perform duties efficiently in a high volume, fast paced environment. |  |
| Follow program guidelines for requesting leave. |  |

**Desirable Qualifications**

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| Statement | Response |
| Experience with SCT Banner System. |  |
| Experience with the state financial reporting system (AFRS). |  |
| Experience in Public Relations and/or Customer Service. |  |
| An Accounting Certificate, AA or BA in Accounting. |  |