

Application for Finance Clerk Position

Name:	Email:
Please list your bookkeeping/financial experience and indicate the number of years in each position.	
Job Title:	Years:
Job Title:	Years:
Job Title:	Years:
Job Title:	Years:
Total number of years in bookkeeping:	
Total number of years in general administration:	
Please check the tasks that you have performed on previous jobs.	
- Process accounts payable in Sage 50 - Fund/project allocations - Account Reconciliations - File financial documentation - Process payroll - Process payroll using PayDirt - Check documentation for accuracy - Administer a petty cash fund - Create spreadsheets - Make bank deposits - Set-up on-line banking transactions - Liaise with suppliers and partners	
Please list diplomas and/or degrees, giving details about bookkeeping/accounting courses.	Please list relevant short training and/or certificates.
Please assess your computer skills in the following categories, where 1 is no skill and 10 is expert.	
Excel:	
Sage 50:	
Pay Dirt:	
Other accounting software (specify):	