

Application for Finance Clerk – Bookkeeper Position

Name:	Email:
<p>Please list your bookkeeping/financial experience and indicate the number of years in each position.</p> <p>Job Title: Years:</p> <p>Job Title: Years:</p> <p>Job Title: Years:</p> <p>Job Title: Years:</p> <p>Total number of years in bookkeeping:</p> <p>Total number of years in general administration:</p>	
<p>Please check the tasks that you have performed on previous jobs.</p> <ul style="list-style-type: none"> Process accounts payable in Sage 50 Fund/project allocations 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.
<p>Please assess your computer skills in the following categories, where 1 is no skill and 10 is expert.</p> <p>Excel:</p> <p>Sage 50:</p> <p>Pay Dirt:</p> <p>Other accounting software (specify):</p>	