

TEST PLAN

SUPERVISING ACCOUNTING TECHNICIAN - #0213

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- six months of experience as a supervisor, leadworker, or project leader; **and**
- three years of technical support accounting experience. Two of the three years must include a) coding transactions and checking them for propriety; b) balancing; and c) resolving discrepancies in computer edits.

The training or experience must include operating a ten-key calculator by touch and using a computer to enter, update, or retrieve information.

Nine (9) quarter (6 semester) credit hours in supervision, business management or related courses may substitute for the required supervisory experience. Credits must be from an accredited college, university, or vocational-technical school. To receive credit for courses, submit a copy of transcripts.