



Accountant (Payroll)- Supplemental Questionnaire

Resumes and applications provide us with useful information but it is also helpful to provide candidates with an opportunity to provide additional information on their experience, interests, skills etc. Please answer each of the questions below to the best of your ability and submit with your application. Thank you for your interest in joining the Riverside County Transportation Commission team of dedicated employees!

1. Describe your experience administering and monitoring payroll in a government setting. Please provide relevant experience in preparing and submitting federal, state, and local reports and performing complex payroll accounting/reconciliation functions.
2. What is your knowledge and experience with CalPERS regulations and rules related to “PERSable” salary reporting?
3. Describe your experience and proficiency level with the my|CalPERS reporting system?
4. Describe your experience using payroll software. Include the names of the software systems you have working knowledge and experience with and the type/complexity of payroll-related tasks you have performed, reconciled, and monitored in these systems.
5. Describe your experience in the reconciliation and monitoring payroll liabilities between payroll files and benefit providers.
6. Describe your experience with monitoring budget to actual revenue and expenditures. Specifically provide an example of the methodology utilized with identifying anticipated performance or a potential variance.