

**COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR**

FINANCE ANALYST
EXAM NUMBER: B0505D
SUPPLEMENTAL INFORMATION FORM

Name: _____ Social Security No: _____

General Information: This supplemental information form provides you the opportunity to fully and clearly explain how your experience has prepared you for the position of **Finance Analyst**. This information will be used to determine the level and scope of your preparation for this position. The candidates identified as the most highly qualified as determined by the screening process will be invited to the interview, weighted 100%.

Instructions: Complete the supplemental information form by responding to the questions listed below. Your responses to each question should be type-written in a 10-12 point font and should be no longer than one page (8.5"x11") per question. Each response must include the names(s) and address(es) of your employer(s), your job title(s), beginning and ending dates and the functions performed, including a description of your role, level of involvement, independence, and the complexity and level of accountability surrounding your experience. Upload this completed form and your completed supplemental information responses to your standard Los Angeles County online application. Applications submitted without this completed form and the supplemental information form responses will be considered incomplete and will not be accepted. Furthermore, resumes and other unsolicited materials will not be accepted in lieu of the supplemental information form responses; however, they may be unloaded as additional attachments to your online application.

Question 1

Describe your professional experience working for a governmental entity or private sector firm where your individual responsibilities included one or more of the following functions: a) the development of financial statements and/or budget forecasts for a state or large local government (population greater than 500,000); b) the structuring and issuance of tax-exempt municipal securities; c) the administration of investment practices for defined contribution plans or public pension plans.

Question 2

Describe your direct involvement in the writing and/or editing of program documents essential to the completion of one or more of the functions outlined in Question 1.

Question 3

Describe your experience utilizing quantitative tools (Microsoft Excel, financial software, accounting programs, etc.) to successfully complete one or more of the functions outlined in Question 1.