

CHECK APPLICABLE EXPERIENCE

- EXPERIENCE:
- Accounts Payable
 - Accounts Receivable
 - Administrative
 - ADP – Payroll
 - Auditing
 - Bank Teller Skills
 - Bookkeeping - Professional
 - Budget Skills
 - Business Income Tax
 - Call Center
 - Commercial Banking Knowledge
 - Commercial Collections
 - Cost Accounting
 - Credit Analyst
 - Credit Management
 - Customer Service
 - Data Entry
 - Data Entry 10 Key
 - Financial Analysis
 - General Ledger Knowledge
 - Individual Income Tax
 - Investment Management
 - Loan Underwriting
 - Marketing
 - Partnership Tax Accounting
 - Payroll
 - Project Management
 - Reconciliation
 - Shorthand
 - Transcription
 - Typing (wpm____)

- SOFTWARE:
- Great Plains
 - Hyperion
 - JD Edwards
 - MAS 90 – Bookkeeping
 - Microsoft Access
 - Microsoft Excel
 - Microsoft Outlook
 - Microsoft PowerPoint
 - Microsoft Publisher
 - Microsoft Word
 - Peachtree Accounting 2003
 - PeopleSoft
 - Quick Books
 - Quicken
 - Real World
 - SAP
 - Timberline

What languages do you speak, read, or write fluently? _____

I hereby certify that all of the information contained in this application is complete and accurate to the best of my knowledge. I understand that, if employed, omissions or false or inaccurate statements on this application may result in dismissal.

I hereby authorize all prior employers, schools, credit bureaus, Social Security Administration, law enforcement agencies and investigative agencies to give Roden Personnel, Inc., or its agents, any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, concerning my qualifications for the position applied for. I release all persons or entities from all liability for any damage that may result from furnishing information to Roden Personnel, Inc. I also release Roden Personnel, Inc. and all of its employees from all liability for any damage that may result from reliance on the information furnished.

SIGNATURE OF APPLICANT

DATE SIGNED