

Office Manager – Supplemental Questionnaire  
Keizer Fire District  
Location: Keizer, Oregon

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1. Describe your experience with Oregon Budget Law budgeting specifically using Oregon Department of Revenue LB Forms.
2. Describe your experience with accounts payable, purchase orders, QuickBooks.
3. Describe your general ledger experience including any work you have done with financial statements.
4. Describe your experience working with payroll, PERS and employee benefits.
5. Describe your experience working with Microsoft Office Computer Software Programs.
6. Describe your experience working with boards and commissions.
7. Describe your experience dealing with workers compensation, injury leave, FMLA benefits, etc.