

Questionnaire

Date: March 16, 2009

Re: Temporary Bookkeeper Position

Accounting Questions:

1. Are you experienced with job cost accounting?
2. What is "CSI" and how does it relate to accounting?
3. What is labor burden?
4. Are you familiar with Davis Bacon requirements?
5. Do you have experience with Certified Payrolls?

Non Accounting Questions:

6. Are you experienced with the construction bidding process?
7. Are you experienced with governmental bid forms?
8. What is a bid bond?
9. What is a performance and payment bond?
10. What is a Notice to Owner?
11. What is lien?

Computer Questions:

12. Are you experienced with QuickBooks Pro 2006?
13. Are you experienced with MS Outlook?
14. Are you familiar with MS Word?
15. If yes to #13 & 14, are you familiar with sorting and mail merging from Outlook to Word?
16. What is a LAN?

17. Are you familiar with Adobe Contribute?

18. Are you familiar with Adobe Acrobat Professional?

**6519 Carrollton Ave
Indianapolis, IN 46220
T: (317) 257 7506
F: (317) 254 1305**

**1715 Lakeside Ave #5
St. Augustine, FL 32084
T: (904) 810 5101
F: (904) 810 5138**