

**Instructions**

Please fill out all fields. Leaving a field blank, unchecked or unanswered indicates a "no" or "none" answer. When finished, please check your answers, print and save a copy of this document for your records. You may submit this form to us via e-mail by clicking the "**Submit**" button (you will need an Internet connection and e-mail account for this to work). You may also print and mail a copy of this form to:

Flynn | Fitzgerald Accounting and Consulting  
Attn: Human Resources  
3236 Elmwood Drive  
Des Moines, IA 50312

If you have any questions about this form, please call us at 515-401-5369.

**Personal Information**

Last Name:  First Name:  MI:

☐ It is legal for me to work in the USA.

Street Address:  Day Phone:

☐ I have been convicted of a felony.

Eve Phone:

City:  Cell Phone:

**Note:** A "yes" answer to the question above does not automatically exclude you from consideration.

State:  Zip:  E-Mail:

**Work Style**

Preferred Engagement Type:

Date Available to Begin Work:

Preferred Time Commitment:

Requested Hourly Rate:

Acceptable Travel:

Acceptable Commute:

For how long do you see yourself with Flynn | Fitzgerald?

**Certificates & Training**

Active Certificates: ☐ CPA ☐ CMA ☐ CIA  
☐ CFA ☐ CFP

Professional Training:

Licensing States:

Other Active Certificates:

## CPA Firm Experience

Please indicate your level of experience working in the following scenarios.

Sole Practitioner:	<input type="text"/>
Local Firm:	<input type="text"/>
Regional Firm:	<input type="text"/>
National Firm:	<input type="text"/>

Staff:	<input type="text"/>
Senior/Supervisor:	<input type="text"/>
Manager:	<input type="text"/>
Partner:	<input type="text"/>

## Industry Experience

Please indicate your level of experience working in the following industries.

Agribusiness:	<input type="text"/>
Banking/CU:	<input type="text"/>
Communications:	<input type="text"/>
Computers:	<input type="text"/>
Construction:	<input type="text"/>
Electronics:	<input type="text"/>
Mining/Oil/Gas:	<input type="text"/>
Financial Service:	<input type="text"/>
Consulting:	<input type="text"/>
Hospitality:	<input type="text"/>
Holding Company:	<input type="text"/>
Health Care:	<input type="text"/>
Investment:	<input type="text"/>
Insurance:	<input type="text"/>
Law:	<input type="text"/>
Not-For-Profit:	<input type="text"/>

Professional Services:	<input type="text"/>
Publishing (Books):	<input type="text"/>
Publishing (Periodicals):	<input type="text"/>
Real Estate:	<input type="text"/>
Retail:	<input type="text"/>
Manufacturing:	<input type="text"/>
Search/Recruitment:	<input type="text"/>
Transportation:	<input type="text"/>
Wholesale:	<input type="text"/>
Waste Management:	<input type="text"/>
Utilities:	<input type="text"/>
E-Commerce:	<input type="text"/>
Software:	<input type="text"/>
Warehouse:	<input type="text"/>
Distribution:	<input type="text"/>
Other Industry:	<input type="text"/>

## Titles/Positions You Have Held

Please indicate each title/position based on the size (in revenue) of the company you worked for.

Title/Position	Engagement Type	Size of Company	Title/Position	Engagement Type	Size of Company
CFO:			Owner:		
Controller:			President/CEO/Chmn:		
Asst. Controller:			Consultant:		
Accounting Manager:			Public Accountant:		
Senior Accountant:			Bookkeeper:		
Staff Accountant:			Financial Manager:		
Cost Accountant:			Tax Specialist:		
Credit Manager:			Attorney:		
Payroll:			Treasurer:		
Senior Analyst:			Broker/Trader:		
Analyst:			Other Executive:		
Internal Auditor:			Other:		

## Most Recent Positions

Company:		Company:		Company:	
# Employees		# Employees		# Employees	
Revenue:		Revenue:		Revenue:	
Start Date:		Start Date:		Start Date:	
End Date:		End Date:		End Date:	
Position/Title:		Position/Title:		Position/Title:	
Salary/Rate:		Salary/Rate:		Salary/Rate:	
Annual Bonus:		Annual Bonus:		Annual Bonus:	
# Supervised		# Supervised		# Supervised	

## Education

Please indicate the highest level of education or degree you have attained:

College/School:

Major:

GPA:

Degree:

College/School:

Major:

GPA:

Degree:

College/School:

Major:

GPA:

Degree:

## Applied Financial Skills

*Please rate your applied skill level in the following areas.*

Public Accounting:

Cost Accounting:

Fund Accounting:

Intl Accounting:

Intl Banking:

Insurance:

Lending Activities:

Collections:

Audit:

Payroll:

Bond Offerings:

Pensions:

Trust Ops:

Treasury Duties:

Standard Cost:

Direct Cost:

Activity Based Cost:

Job Order Cost:

Process Cost:

Cost Inventory:

Accounts Payable:

Accounts Receivable:

General Ledger:

Fixed Assets:

Depreciation:

Cash Flow:

Cash Management:

Currency Conversion:

Letters of Credit:

Internal Payroll:

3rd-Party Payroll:

Commissions:

Month-End Close:

Year-End Close:

Physical Inventory:

Corporate Tax:

Federal Tax:

Individual Tax:

Multi-State Tax:

Partnership Tax:

Payroll Tax:

Sales Tax:

Use Tax:

## Applied Financial Skills

Please rate your applied skill level in the following areas.

Financial Analysis:	<input type="text"/>	Financial Modeling:	<input type="text"/>	IPOs:	<input type="text"/>
Competition Analysis:	<input type="text"/>	Revenue Recognition:	<input type="text"/>	Consolidations:	<input type="text"/>
Cost/Benefit Analysis:	<input type="text"/>	Benchmarking:	<input type="text"/>	Acquisitions:	<input type="text"/>
Rate/Volume Analysis:	<input type="text"/>	Due Diligence:	<input type="text"/>	Re-Engineering:	<input type="text"/>
Accounting Analysis:	<input type="text"/>	Budgeting:	<input type="text"/>	Compliance:	<input type="text"/>
Management Analysis:	<input type="text"/>	Cash Projections:	<input type="text"/>	Sarbanes-Oxley:	<input type="text"/>
Credit Analysis:	<input type="text"/>	Strategic Planning:	<input type="text"/>	Internal Audit:	<input type="text"/>
Banking Credit Analysis:	<input type="text"/>	Risk Management:	<input type="text"/>	IT Audit:	<input type="text"/>
Financial Presentations:	<input type="text"/>	Business Plans:	<input type="text"/>	IT Conversions:	<input type="text"/>
Financial Statements:	<input type="text"/>	Client Write-Up Work:	<input type="text"/>	System Installation:	<input type="text"/>
Financial Reporting:	<input type="text"/>	SEC Reporting:	<input type="text"/>	Acct System Setup:	<input type="text"/>
Project Management:	<input type="text"/>	Training/Instruction:	<input type="text"/>		

## Applied Computer Skills

Please rate your applied skill level in the following areas.

<u>Word Processing</u>	<u>Spreadsheets</u>	<u>Presentation</u>			
Microsoft Word:	<input type="text"/>	Microsoft Excel:	<input type="text"/>	Graphing:	<input type="text"/>
Word Perfect:	<input type="text"/>	Microsoft Works:	<input type="text"/>	Microsoft PowerPoint:	<input type="text"/>
Word Pro (AMI Pro):	<input type="text"/>	Symphony:	<input type="text"/>	Lotus Freelance:	<input type="text"/>
Other:	<input type="text"/>	Lotus 1-2-3:	<input type="text"/>	Harvard Graphics:	<input type="text"/>
		Quattro Pro:	<input type="text"/>	Microsoft Visio:	<input type="text"/>
<u>Project Management</u>		Macros:	<input type="text"/>	Other:	<input type="text"/>
Microsoft Project:	<input type="text"/>	External Linking:	<input type="text"/>		
Other:	<input type="text"/>	Other:	<input type="text"/>		

## Applied Computer Skills

Please rate your applied skill level in the following areas.

### Desktop Publishing

Microsoft Publisher:	<input type="text"/>
Pagemaker:	<input type="text"/>
MYOB:	<input type="text"/>
Other:	<input type="text"/>

### Report Writers

Hyperion Rpt Writer:	<input type="text"/>
Crystal Reports:	<input type="text"/>
Oracle Rpt Writer:	<input type="text"/>
Other:	<input type="text"/>

### Payroll

ADP:	<input type="text"/>
Ceridian:	<input type="text"/>
Paychex:	<input type="text"/>
Other:	<input type="text"/>

### Accounting Packages

Baan:	<input type="text"/>
PeopleSoft:	<input type="text"/>
SAP:	<input type="text"/>
Oracle G/L:	<input type="text"/>
Fourth Shift:	<input type="text"/>
Great Plains:	<input type="text"/>
Dynamics:	<input type="text"/>
Lawson:	<input type="text"/>
JD Edwards:	<input type="text"/>
Solomon:	<input type="text"/>
Macola:	<input type="text"/>
Hyperion:	<input type="text"/>
Computer Associates:	<input type="text"/>

Open Systems:	<input type="text"/>
Traverse:	<input type="text"/>
Cougar Mountain:	<input type="text"/>
American Fundware:	<input type="text"/>
Real World:	<input type="text"/>
State of the Art:	<input type="text"/>
ACC Pac:	<input type="text"/>
Platinum:	<input type="text"/>
CYMA:	<input type="text"/>
Dac Easy:	<input type="text"/>
MAS 90:	<input type="text"/>
SAS:	<input type="text"/>
Fas (Best):	<input type="text"/>

SBT:	<input type="text"/>
MIP:	<input type="text"/>
Timeslips:	<input type="text"/>
QAD/Mfg Pro:	<input type="text"/>
Adaytum:	<input type="text"/>
Vertex:	<input type="text"/>
Timberline:	<input type="text"/>
Peachtree:	<input type="text"/>
One Write Plus:	<input type="text"/>
Quicken:	<input type="text"/>
Quickbooks:	<input type="text"/>
MS Money:	<input type="text"/>
Other:	<input type="text"/>

### Databases

Microsoft Access:	<input type="text"/>
SQL:	<input type="text"/>
Oracle:	<input type="text"/>

DBase (I,II,III,IV):	<input type="text"/>
Paradox:	<input type="text"/>
FoxPro:	<input type="text"/>

Filemaker Pro:	<input type="text"/>
Other:	<input type="text"/>

## Applied Computer Skills

Please rate your applied skill level in the following areas.

### Programming

Microsoft .NET:

Web:

Other:

Java:

SQL:

## Titles/Positions of Interest

Please indicate each title/position of interest based on the size (in revenue) of the company you would like to work for.

Title/Position	Engagement Type	Size of Company
CFO:	<input type="text"/>	<input type="text"/>
Controller:	<input type="text"/>	<input type="text"/>
Asst. Controller:	<input type="text"/>	<input type="text"/>
Accounting Manager:	<input type="text"/>	<input type="text"/>
Senior Accountant:	<input type="text"/>	<input type="text"/>
Staff Accountant:	<input type="text"/>	<input type="text"/>
Cost Accountant:	<input type="text"/>	<input type="text"/>
Credit Manager:	<input type="text"/>	<input type="text"/>
Payroll:	<input type="text"/>	<input type="text"/>
Senior Analyst:	<input type="text"/>	<input type="text"/>
Analyst:	<input type="text"/>	<input type="text"/>
Internal Auditor:	<input type="text"/>	<input type="text"/>

Title/Position	Engagement Type	Size of Company
Owner:	<input type="text"/>	<input type="text"/>
President/CEO/Chmn:	<input type="text"/>	<input type="text"/>
Consultant:	<input type="text"/>	<input type="text"/>
Public Accountant:	<input type="text"/>	<input type="text"/>
Bookkeeper:	<input type="text"/>	<input type="text"/>
Financial Manager:	<input type="text"/>	<input type="text"/>
Tax Specialist:	<input type="text"/>	<input type="text"/>
Attorney:	<input type="text"/>	<input type="text"/>
Treasurer:	<input type="text"/>	<input type="text"/>
Broker/Trader:	<input type="text"/>	<input type="text"/>
Other Executive:	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>

## Comments

You may add any additional comments or input in the field below.

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**Resume**

*You may paste a copy of your resume into the fields on the next three pages.*



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**Resume**

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**Resume**

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**Print & Submit**

Please take a moment to go back and check your answers, then print and save a copy of this document for your records by clicking the **"Print"** button. You may submit this form to us electronically via e-mail by clicking the **"Submit"** button (you will need an Internet connection and e-mail account for this to work).