

## **SAMPLE INTERVIEW QUESTIONS – Accountant**

1. What software packages for accounting are you comfortable using and what would you change about them?
2. Describe a time when you've helped decrease costs.
3. How do you minimize errors in your work?
4. How have you implemented recent payroll and sales tax law changes in your organization?
5. What are key factors to consider when evaluating prospective investments?
6. How does increasing accounts receivables impact the organization's balance sheet?
7. I buy a piece of equipment; walk me through the impact on the 3 financial statements.
8. Why are increases in accounts receivable a cash reduction on the cash flow statement?
9. How is the income statement linked to the balance sheet?
10. What steps do you take in preparing a budget?
11. Describe your experience with financial forecasting and projections.
12. How do you stay current on accounting standards?
13. Describe your experience with previous internal and external audits.
14. What is your experience presenting financial data to non-financial staff?
15. Describe a time you persuaded leadership to make a decision based on financial data.
16. How do you explain complicated processes to staff members?
17. Describe a time you were dissatisfied with an accounting process. What wasn't working?  
What did you do to improve it?
18. Describe your experience with executing a complicated financial project on a tight deadline.  
How did you coordinate your team in collecting and analyzing data? How did you ensure accuracy?
19. What are some common errors in accounting? What steps will you follow to locate errors?
20. Why is it easier for someone to perpetrate fraud using a journal entry than with a ledger?
21. What is the difference between a trial balance and a balance sheet?
22. What was the toughest accounting task you faced in your career?
23. What drew you to accounting as a profession?
24. How do you view your role on a team?
25. Have you ever made an accounting mistake? How did you resolve it?