

SAMPLE INTERVIEW QUESTIONS – Accounting Clerk

1. Do you have experience with accounting software? Which ones?
2. What is your experience with ledgers and financial reporting?
3. Have you ever assisted with an audit? Describe your role.
4. Tell about your experience with database maintenance.
5. You discover that the organization has a delinquent account. What do you do about it?
6. What daily tasks do you expect to perform in this role? What documents do you expect to work with?
7. What is working capital?
8. What are the important terms used in balance sheet?
9. Describe a time and project where you successfully multitasked.
10. Why is important to abide by accounting regulations?
11. Describe the three main financial statements and your experience preparing them.
12. What is more important in this position, accuracy or efficiency? Why? How do you balance the two?