

## **SAMPLE INTERVIEW QUESTIONS – Finance Director**

1. Describe your involvement in preparing an Operating and Capital improvement budget. What was challenging, what did you do well, and what improvements or changes from your past experience would you consider here?
2. Describe your specific experience with issues relating to CalPERS and PEPRA.
3. Describe your role in preparing your agency's Comprehensive Annual Financial Report (CAFR). What approach do you take when receiving recommendations from the auditors of changes to your way of doing business?
4. The quality, reliability, and credibility of the financial information provided to our internal and external customers are extremely important to us. Please share an example of how you have ensured the accuracy of the financial information prepared by your staff.
5. How would you rate your familiarity with technology and financial systems, and share with us a time when you used technology to improve performance in financial transactions, tracking and/or analysis?
6. Please share an example of procedures you introduced to staff to better utilize their talents and focus their efforts on the most important and urgent projects? In the past, how did you monitor staff and ensure a high-quality and timely outcome?
7. What are the key elements to successful financial planning and budgeting?
8. What measures do you use to assess an organization's financial performance?
9. What size budgets have you worked with, and what do you find challenging about budgeting?
10. If our organization bought new equipment, how would the financial statements change?
11. How would you apply cost-reduction strategies while maintaining organizational efficiency and good service to Finance's "customers"?
12. How would you ensure our organization's compliance with statutory requirements?
13. What experience do you have in forecasting labor costs for proposed scenarios during labor negotiations? What experience in forecasting employee salaries/benefits for budget preparation purposes?

14. What would you do during your first six months with us? What would be your priorities, what would be those matters that you would evaluate first?
15. Tell us about a time when you worked to create an exceptional “customer service” focus with other departments and/or the public.
16. Most governmental entities need to do more with less. What has been your experience in identifying cost-cutting measures during challenging times? Were they implemented? What did you learn from your past experience?
17. How do you overcome situations in which someone (elected official, CEO, department head, or resident) disagrees with your viewpoint? Can you give us an example of when this has happened and what you did about it?
18. How do you balance conflicting interests in organizational finances?
19. Getting things done in Finance requires substantial interaction with other departments and people. Provide an example when you worked with people outside your department on a major project.