

SAMPLE INTERVIEW QUESTIONS – Finance/Accounting Manager

1. In your opinion, what are the most important technical and managerial traits one should have to be successful in the Finance Manager position?
2. Please tell us about a work project where you had primary responsibility, from first involvement to completion. Include a differentiation between the work you personally completed and the work that you delegated or managed. How would you rate the success of that project?
3. How comfortable are you with preparing analysis and reviewing others' analysis?
4. Do you now or have you done month end and year end closing?
5. Have you ever worked on a CAFR?
6. Describe an example of a time you lead a team on an accounting or auditing project. Please include some framework information of the project.
7. Describe your experience creating and maintaining short- and long-term financial plans including specific examples of plans and your successes and shortcomings with regards to their implementation.
8. Discuss the various types of governmental funds and describe your experience with each.
9. What experience have you had with monitoring investments and calculating cash flow requirements?
10. What is your experience with integrated accounting software?
11. Describe the basis of good internal control in a financial system.
12. What are your preferred methods to use when evaluating the effectiveness of programs or services for which you are responsible?
13. Have you ever improved a process at work? What process? What impact did it have?
14. Why do capital expenditures increase assets, while other cash outflows (e.g., paying salary, taxes, etc.) do not create an asset, but instead create an expense?
15. How is it possible for an organization to show positive cash flows but be in grave financial trouble?
16. How is it possible for an organization to show positive net income but go bankrupt?
17. Describe the way you would like to work with the Finance Director and other Executive Team members to be most effective and productive?
18. Give us a specific example of how you foster teamwork both in the organization and with the management team.

19. How do you keep yourself updated with current governmental GAAP as well as various Federal, State, and local government regulatory and compliance requirements applicable to your job?
20. What do you consider to be the most challenging thing about being a manager?
21. All leaders have to deal with conflict situations. Describe a recent disagreement or conflict you personally had to handle.
22. When you are presented with a complex, time-sensitive, and highly ambiguous management issue, what is your decision making process?
23. If you were the successful candidate, describe the process of familiarizing yourself with this new position and its duties. What would be your focus during the first 3 to 6 months on the job?
24. How would you handle a situation where a staff member does not follow through with their assigned responsibilities?
25. Provide an example of a time when you had many demands placed on your time. How did you ensure that you were available to meet the needs of your customers, as well as your coworkers, supervisors, and subordinates?
26. How many individuals do you now supervise? How do you monitor their performance? How do you keep track of what you've delegated to them?