

Sample Interview Questions

Sample Interview Questions for Accounting Positions



Introduction

Successful interviews are all about asking the right questions. As the interviewer your job is to take the lead. When interviewing for accounting positions, the most suitable candidate will demonstrate a healthy mix of both technical and soft skills. There is no doubt that accounting is a technical role, but skills such as written and verbal communication, time management and prioritization, and attention to detail are just as critical.

Beyond a few general questions at the start of the interview, most questions should be a combination of behavioral and situational questions. Behavioral questions are centered on conduct in past work situations while situational questions are hypothetical and focused on the future. In combination you should get a good sense of past and future performance.

Select a few general questions followed by several behavioral and situational interview questions from

the lists provided that are most relevant to your position and modify the questions as appropriate for your position. These questions will enable you to evaluate the candidate's accounting knowledge as well as their ability to deal with various accounting situations, communicate effectively, and resolve problems. Be sure to ask all candidates the same questions to better evaluate who the best fit for your organization would be.

General Interview Questions

1. Tell me a little about yourself.
2. What attracts you to a career in accounting/finance?
3. What do you regard as the biggest challenge facing the accounting profession today?
4. Which accounting applications are you familiar with? Give me examples of the pros and cons of the accounting software you've used.
5. Are you familiar with current accounting standards? How do you stay up-to-date with laws and regulations?
6. What type of audits have you done?
7. Walk me through three financial statements.
8. What do you enjoy and what do you dislike about accounting?
9. Why are you interested in this position?
10. How did you hear about the position?
11. What do you know about our company?
12. What are your greatest professional strengths and weaknesses?
13. Where do you see yourself in five years?

Behavioral Interview Questions

1. Describe a time when you helped reduce costs in your accounting role.
2. Describe a time when you used data/charts/graphs to help make your case. What was the outcome?

Sample Interview Questions

**YOUR HR RESOURCE PARTNER FOR
ACHIEVING BUSINESS SUCCESS**

3. Take me through the most recent budget you prepared.
4. Tell me about a time when you faced a demanding deadline to prepare a financial statement/report. How did you react? What was the result?
5. Describe the toughest accounting challenge you've solved.
6. What's your strategy for making sure journal entries/transactions are accurate?
7. Describe your role within the month-end close process. What were your responsibilities and specifics related to the process?
8. Tell me about a time when you worked with a team to revise or improve an accounting process. What role did you take, and how did the team work together to get the job done?
9. Give me an example of your experience developing business metrics.
10. Give me examples of audits you have done.

Situational Interview Questions

1. You have to explain a complex accounting issue to a coworker without an accounting background. How would you help your coworker to understand the situation?
2. The margin of error in accounting is tiny. You caught errors before submitting your work. Describe the steps you take to minimize the risk of future errors.
3. If I had only one statement and wanted to review the overall health of the company, which statement would I use and why?
4. If cash collected from a customer is not yet recorded as revenue, what happens to it?
5. You are tasked with hiring a new accountant. What are the top three skills every good accountant has?
6. If you were CFO of our company, what would keep you up at night?