

Bookkeeper Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. How do you ensure accuracy, completeness, and conformance to standards in accounting records?
3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
4. Tell me how you organize, plan, and prioritize your work.
5. Share an experience when you applied new technology or information in your job. How did it help your company?
6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
7. Would you consider analyzing data or information a strength? How so?
8. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?
9. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
10. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
11. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
12. Provide an example when your ethics were tested.
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

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14. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

15. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

16. Please share an experience in which you presented to a group. What was the situation and how did it go?

17. How do you ensure compliance with tax requirements (e.g. payment) when computing taxes owed and preparing tax returns?

18. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

19. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

20. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

21. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

22. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

23. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

24. Provide a time when you dealt calmly and effectively with a high-stress situation.

25. Provide an example of when you were persistent in the face of obstacles.

26. Name a time when your patience was tested. How did you keep your emotions in check?

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27. Share an experience in which you successfully advised a client on a difficult matter.
28. What is the state of the records you maintain? What is one thing you would like to improve upon?
29. Describe an effective table of accounts you created.
30. Describe a recordkeeping system which you developed or modified. How did you use current computer technology in the new system?
31. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)
32. Describe an audit you performed which you were happy with. How about one you were unhappy with?
33. Name an effective method you've used to create a successful budget.
34. Share an experience in which your willingness to lead or offer an opinion helped your company.
35. Provide an effective method you have used to project future revenues and expenses. Share an experience.
36. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
37. Name a time when your creativity or alternative thinking solved a problem in your workplace.
38. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
39. Share an experience in which you advised management on an issue related to accounting with good results.
40. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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41. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

42. Describe a time when you represented a client before taxing authorities or provided support during a litigation involving financial issues. What methods helped you be successful in your work?

43. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

44. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

45. Describe a form or manual you prepared which benefited accounting or bookkeeping personnel in their work.

46. Share an experience in which you successfully appraised, evaluated, and/or inventoried property or equipment. What methods led to your success?

47. Give me an example of when you thought outside of the box. How did it help your employer?

48. Provide a time when you recommended or developed a solution to a business or financial problem. How did you identify the problem?

49. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

50. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

51. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

52. Share an experience in which you successfully coordinated with others. How about a coordination effort

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that was not as successful?

53. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.

54. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

55. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

56. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

57. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

58. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

59. What is the most challenging part of budgeting for you?

60. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

61. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

62. Share an experience in which you effectively served as a bankruptcy trustee or business valuator.

63. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

64. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate,

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develop, and direct the worker(s)?