

Accounting Clerk Interview Questions

1. Tell me how you organize, plan, and prioritize your work.

2. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

3. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

4. Provide an example when your ethics were tested.

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

6. Share an experience in which you used bank machines to encode and cancel checks.

7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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

10. Provide your experience comparing prepared bank statements with canceled checks and reconciling discrepancies.