

Corporate Tax Preparer Interview Questions

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

2. Share an experience when you applied new technology or information in your job. How did it help your company?

3. What kind of experience do you have preparing or assisting in preparing simple to complex tax returns for individuals or small businesses?

4. Describe methods you have found effective to review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.

5. Share an experience you had in dealing with a difficult person and how you handled the situation.

6. Would you consider analyzing data or information a strength? How so?

7. Share your approach to compute taxes owed or overpaid, using adding machines or personal computers, and complete entries on forms, following tax form instructions and tax tables.

8. Provide an example when your ethics were tested.

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

10. Share an example when you interviewed clients to obtain additional information on taxable income and deductible expenses and allowances.