

## Bursar 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?