

Posting Clerk Interview Questions

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| 1. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 2. Share your experience using accounting software. |
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| 3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 4. Tell me how you organize, plan, and prioritize your work. |
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| 5. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 6. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 7. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 8. Provide an example when your ethics were tested. |
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| 9. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 10. What is the state of your financial records? Describe the methods you use to compile records. |
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| 11. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 12. Share an experience in which you successfully performed personal bookkeeping services. |
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| 13. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 14. Provide an experience in which you prepared effective trial balances of books. |

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| 15. Share an experience in which you calculated, prepared, and issued financial statements. |
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| 16. Provide an effective method you have used to ensure compliance with policies, procedures, and regulations. |
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| 17. Share an experience in which you successfully prepared and processed payroll information. |
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| 18. Provide an experience in which you computed deductions for income and social security taxes. |
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| 19. Share an experience in which you effectively compiled statistical, financial, accounting, and/or auditing reports and tables. |
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| 20. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
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