

Document Processor Interview Questions

1. Share an experience when you applied new technology or information in your job. How did it help your company?
2. Share your experience using accounting software.
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 effective approach to working with a large amount of information/data. How has your approach affected your company?
6. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
7. Share an experience you had in dealing with a difficult person and how you handled the situation.
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. What is the state of your financial records? Describe the methods you use to compile records.
11. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
12. Share an experience in which you successfully performed personal bookkeeping services.
13. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
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.

16. Provide an effective method you have used to ensure compliance with policies, procedures, and regulations.

17. Share an experience in which you successfully prepared and processed payroll information.

18. Provide an experience in which you computed deductions for income and social security taxes.

19. Share an experience in which you effectively compiled statistical, financial, accounting, and/or auditing reports and tables.

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

21. Provide an experience in which you reconciled a discrepancy in a record.

22. 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.)

23. Provide an experience in which you reconciled records of bank transactions.

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

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

26. Describe your experience preparing purchase orders and expense reports.

27. Share an experience in which you effectively completed and submitted government documents.

28. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was

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the impact?
29. Please share an experience in which you presented to a group. What was the situation and how did it go?
30. Share an effective method you have used to ensure that payments of loans and accounts are up to date.