Bookkeeper Interview Questions

1. What is the most challenging part of budgeting for you?
2. Share an experience you had in dealing with a difficult person and how you handled the situation.
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. What is the key to a successful budget?
12. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
13. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

14. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
15. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
16. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
17. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.
18. Provide an example when your ethics were tested.
19. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
20. Please share an experience in which you presented to a group. What was the situation and how did it go?
21. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
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. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.
24. Give me an example of when you thought outside of the box. How did it help your employer?
25. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
26. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

27. Tell me what kind of reports you prepared and/or directed the preparation of at your last job.
28. Tell me about the last tax return you prepared and filed.
29. Share an experience in which you supervised employees performing difficult financial reporting, accounting, billing, collections, payroll, and budgeting duties.
30. Share an experience in which your attention to detail and thoroughness had an impact on your last company.