



THE HIRE TALENT
A TALENT ASSESSMENT COMPANY

Interview Questions Bookkeeper

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Accounting and Detail Orientation

- Describe your process for maintaining accuracy?
- How would you find an error if your ledger was off? What examples can you provide from your previous experiences?
- Tell me about a time when you worked in a situation where the rules and guidelines were not clear? How did you react?
- Tell me what the difference is between accounts payable and accounts receivable.
- Have you ever helped your department uncover a missed payment from a client? If not, do you have similar examples?
- What is the difference between a balance sheet and an income statement?
- What is the balance sheet equation and when do you use it?
- How do you prepare and process invoices? What was the process like at your previous job?
- Some people consider themselves to be "big picture people" and others are "detail oriented". Which are you? Give an example of a time when you displayed this.

Organization and Time Management

- How do you manage your time?
- How do you organize your workspace?
- What do you do when you have a tight deadline and multiple accounting entries to finish?
- How do you get up-to-date information from customers/suppliers and what do you do with it?

Communication and Customer Service

- You come across an accounting mistake when reconciling accounts and you know you'll need to ask a senior accountant about their error. How do you approach the situation?
- How do you disseminate information to other people? How do you decide what's important?
- How do you keep your manager informed about what is being done in your work area?
- What challenges have occurred while you were getting information from other units, departments, and/or divisions?

Technology

- Tell me about a time you learned how to use a new software program.
- What accounting/bookkeeping platforms have you used?
- What are your best and worst technical skills?

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“I feel as though I have a ready consultant on my shoulder ready to assist and discuss with me any difficult choices that result from the results of the testing. They have this area nailed, and I am very satisfied and content with the system.”

“All of the people I have hired since going through the FACT-based Hiring System have been my top performers. The system has greatly improved my team!”

“I love the performance management software! It allows me to keep track of all my hires and their metrics in one place! We have been able to push our hiring process faster than ever before!”

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