

# INTERVIEW PRACTICE

## COMMONLY ASKED ACCOUNTING QUESTIONS

Interviews can be nerve-racking. But taking the time to prepare and practice will help you feel more confident.

There are thousands of different questions that a Hiring Manager may ask you during an interview to find out two things: do you have the experience or capabilities to do the role and will you fit in with the team.

Here are some technical questions that are commonly asked in interviews when applying for Accounting positions.

- Tell me about a time when you had to meet a tight deadline. What steps did you take to achieve it?
- Talk me through your end of month processes in your current position.
- Tell me about the most challenging accounting task you've sold?
- How is your performance measured?
- Tell me about a time you had an unexpected problem come up during a project. How did you respond?
- What methods have you used for estimating bad debt?
- What is the current corporate tax rate?
- Do you understand forensic accounting techniques? What are they?



# COMMONLY ASKED ACCOUNTING QUESTIONS

- What accounting software have you had experience using?
- What accounting reports are you comfortable preparing?
- What are three examples of common budget methods?
- What is the difference between accounts payable and accounts receivable?
- How big was the accounting function in your most recent role? Who did you report to?
- How do you prioritize your time when it comes to month end?
- Talk me through your experience with auditing?
- What are the key components of a productive and well run accounting function?
- Can you give me an example of a time you have had to work in a team or take the lead on an accounting project?
- Have you helped a company or client save money or better use their available financial resources?

Employers can teach you everything you need to know to do the job however, they will want to ask you questions that will give them an insight into your personality and character.

It is important that you provide real life, factual examples. If you don't have an example to back up your claims, it is okay to say that, something like: "I haven't experienced that situation before however, if that did occur, these are the steps I would take.."

Practice makes perfect!

