

Accounting Interview Questions



GENERAL ACCOUNTING

1. If we were to call your current supervisor, which area of accounting would he/she say is your strongest? Your weakest?
2. What unique skills or knowledge can you contribute to our company?
3. What additional training or experience will we need to provide you with in order to perform the duties of this position?
4. Which accounting applications are you familiar with?
5. Describe the advantages and disadvantages of the different accounting packages/systems you have used recently in your accountant jobs.
6. Give me examples of the accounting reports you have prepared.
7. Describe any accounting process that you have developed or revised.
8. What do you consider to be the biggest challenge facing the accounting profession today?
9. Discuss your experience in tax planning and preparation.
10. How do you keep updated on all the accounting rules and techniques?

ACCOUNTS PAYABLE

1. Tells us about your experience in accounts payable.
2. What is the difference between billable and non-billable expenses?
3. What steps would you take before approving an invoice for payment?

ACCOUNTS RECEIVABLE

1. What are the strategies to be followed for preparing accounts receivable?
2. What role do debtors play in accounts receivable?
3. Who is responsible for maintaining the accounts receivable in an organization?
4. You've been asked to prepare a bill for services. What information should be included in the bill?

AUDIT

1. Tell us about your experience in conducting audits.
2. How many methods are there to conduct an audit?
3. What are the principles of audit?
4. What are the different types of internal audit?
5. What is the difference between an internal audit and the annual external audit?

FIXED ASSETS

1. What experience have you had in fixed assets accounting?
2. What are the various means of calculating depreciation?

PAYROLL

1. Based on IRS rules, what criteria distinguish a consultant from an employee?
2. What experience have you had in payroll?
3. What are the activities present in payroll task?
4. What is Payroll Disbursements Journal?
5. What are the steps in payroll management?

For more information, contact:
DSU Career Services
Union 300 - 662-846-4646
careerservices@deltastate.edu