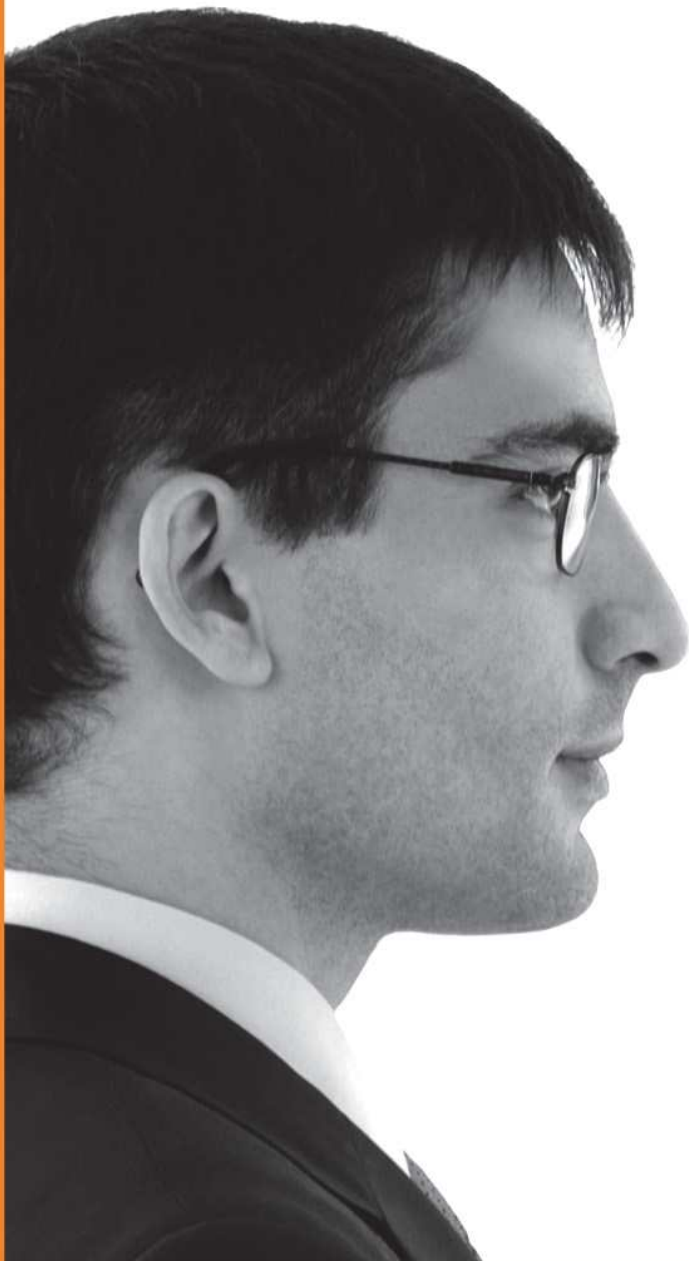


# InterviewGuide

## Accountant



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## Interview Information

<b>Candidate Name:</b>	
<b>Job Title:</b>	
<b>Interviewer Name:</b>	
<b>Date of Interview:</b>	

## How To Use This Guide

To improve your quality of hire, follow these steps:

- Step 1:** Fill out the Interview Information Section.
- Step 2:** Review the Interviewing Tips Section
- Step 3:** Review the Tasks Section to ensure you understand the job you're interviewing for. Add any missing tasks that are important to the job.
- Step 4:** Ask the appropriate questions for each competency, scoring each response and making notes where indicated.
- Step 5:** Tabulate your results in the Post Interview Evaluation Section.

## Interviewing Tips

Review the following tips before each interview to ensure that you are properly prepared to gather the information you need and make the best hiring decision possible:

- Tip 1:** Remember that past behavior is the best predictor of future behavior. Ask: "What has the candidate done in the past that proves they will do XXX in this job?"
- Tip 2:** Remember that you are hiring the best candidate for the job, not the best interviewer. Focus on what you need the person to do on the job, not how good their interview skills are.
- Tip 3:** Don't judge the candidate until all of the facts are in. Wait until the end of the interview.

**Tasks: Accountant** - Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures. Check each task that applies to the specific job:

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Examine inventory to verify journal and ledger entries.   |
| <input type="checkbox"/> | Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.   |
| <input type="checkbox"/> | Prepare detailed reports on audit findings.   |
| <input type="checkbox"/> | Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.  |
| <input type="checkbox"/> | Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.   |
| <input type="checkbox"/> | Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.  |
| <input type="checkbox"/> | Supervise auditing of establishments, and determine scope of investigation required.  |
| <input type="checkbox"/> | Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning. |
| <input type="checkbox"/> | Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.   |
| <input type="checkbox"/> | Inspect cash on hand, notes receivable and payable, negotiable securities, and canceled checks to confirm records are accurate.   |
| <input type="checkbox"/> | Examine records and interview workers to ensure recording of transactions and compliance with laws and regulations.   |
| <input type="checkbox"/> | Examine whether the organization's objectives are reflected in its management activities, and whether employees understand the objectives.  |
| <input type="checkbox"/> | Direct activities of personnel engaged in filing, recording, compiling and transmitting financial records.  |
| <input type="checkbox"/> | Conduct pre-implementation audits to determine if systems and programs under development will work as planned.  |
| <input type="checkbox"/> | Review taxpayer accounts, and conduct audits on-site, by correspondence, or by summoning taxpayer to office.  |
| <input type="checkbox"/> | Evaluate taxpayer finances to determine tax liability, using knowledge of interest and discount rates, annuities, valuation of stocks and bonds, and amortization valuation of depletable assets.           |
| <input type="checkbox"/> | Examine records, tax returns, and related documents pertaining to settlement of decedent's estate.  |
| <input type="checkbox"/> | Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws.  |

## Interview Guide for Accountant

- Confer with company officials about financial and regulatory matters.
- Produce up-to-the-minute information, using internal computer systems, to allow management to base decisions on actual, not historical, data.
- Other:
- Other:
- Other:

### Interview Questions

#### Energy and Drive - Accounting - *The willingness and ability to achieve results in an organizational setting* Importance To Job (circle): Low Medium High

Can you describe your biggest accounting-related accomplishment so far in your career?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
Can you please give me an overview of your current or most recent position and describe the biggest impact you've been able to achieve in it?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	

#### Past Performance - *Previous work-related accomplishments that suggest similar results in the future.* Importance To Job (circle): Low Medium High

How would your peers describe you and your work?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
What would your previous manager or supervisor say if asked to describe you and your work?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	

#### Acumen - Accounting - *Quickness, accuracy, and keenness of judgment or insight into accounting issues and problems.* Importance To Job (circle): Low Medium High

Managers often don't understand the basic principles of accounting. What kind of things would you do or techniques would you employ to help them understand better?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
Tell me about a time when you had to use your accounting knowledge to prepare a long-term forecast for an organization.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	

#### Problem-Solving - Accounting - *The ability to analyze an accounting discrepancy or situation and formulate an appropriate solution.* Proficiency Required (circle): Low Medium High

Think of a complex accounting problem that you recently had to solve. Can you describe the problem and how you went about solving it?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
How have you handled situations where a business entity does not want to share the right information with you?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	

#### Financial Accounting - *Knowledge of Core Financial Accounting Principles* Proficiency Required (circle): Low Medium High

Cover the basic components of a balance sheet for me.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
How are some of the ways organizations depreciate capital assets?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
Tell me what happens to the financial statements when two companies are merged.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
Describe the basic sections of an income statement.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
Tell me how a cash flow statement is prepared.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	

#### Data Analysis - *The ability to review and evaluate large amounts of data and distill meaningful observations and conclusions.* Proficiency Required (circle): Low Medium High

Describe a time when you had to analyze a complicated set of data and distill your observations for another manager.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
Can you tell me about a time when you were able to identify an important problem or potential problem by analyzing financial statements?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	

#### Teamwork - *Working cooperatively with others to achieve results* Importance To Job (circle): Low Medium High

Tell me about a time when you were part of a group who had to work together to achieve an important objective in a short period of time.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
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## Interview Guide for Accountant

Can you tell me about a time when you were assigned to a team and ended up as an informal leader?

1 2 3 4 5

### Auditing - Knowledge of the purpose and processes used to conduct audits

Proficiency Required (circle): Low Medium High

Describe a project in which you either supported or worked as an auditor.

1 2 3 4 5

Can you describe a time when a client or supervisor put pressure on you to "shade the truth?"

1 2 3 4 5

What are the core principles of basic auditing?

1 2 3 4 5

How do you know when you have looked deep enough in an audit?

1 2 3 4 5

### Self-Learning - Accounting - Improving skills and knowledge, and/or staying up-to-date

Importance To Job (circle): Low Medium High

How do you stay up-to-date on all of the accounting rules and techniques?

1 2 3 4 5

## Exercises

### Accounting Exercises

Importance To Job (circle): Low Medium High

Draft a typical income statement for a toy company with a gross margin of 50% and EBITDA rate of 10%.

1 2 3 4 5

Draft a typical balance sheet for a manufacturing company.

1 2 3 4 5

## Post-Interview Evaluation

### Post-Interview Evaluation

Dressed Appropriately

1 2 3 4 5

Enthusiastic and Energetic

1 2 3 4 5

Established Adequate Eye Contact

1 2 3 4 5

Listened Carefully

1 2 3 4 5

Would Fit Culture

1 2 3 4 5

Experience Matches Job

1 2 3 4 5

Skills and Abilities Match Job

1 2 3 4 5

**Important Note:** Always remember that you are hiring the best person for the job, not the best interviewer.

## Recommended Assessments

The keys to a high quality hiring program are good sourcing, objective assessments, and structured interviews. An effective sourcing program produces a pool of "Qualified" candidates. Assessments then measure attributes, like specific skills or personality factors, that are difficult to measure in an interview. Finally, a structured interview ensures that all bases are covered and you have collected all the information you need to make an informed decision.



The following assessments are recommended to assist you in selecting the right candidate for this position:

Accountant  
Accounts Payable Fundamentals

TotalMatch  
Knowledge, Skill, Ability

## Interview Guide for Accountant

Accounts Receivable/Billing Fundamentals	Knowledge, Skill, Ability
Business Math	Knowledge, Skill, Ability
Cognitive Ability Measure	Knowledge, Skill, Ability
Employment History Survey For Professionals	Past Employment Behavior
English Writing Exercise	Online Essay
Financial Accounting (U.S.)	Knowledge, Skill, Ability
Financial Analysis (U.S.)	Knowledge, Skill, Ability
Financial Auditing (U.S.)	Knowledge, Skill, Ability
Financial Industry Knowledge (U.S.)	Knowledge, Skill, Ability
Financial Management (U.S.)	Knowledge, Skill, Ability
Multitasking	Knowledge, Skill, Ability
Payroll Fundamentals (U.S.)	Knowledge, Skill, Ability
Peachtree 7.0	Knowledge, Skill, Ability
Pre-hire Personality Profile	Personality
Problem Solving - Qualitative	Knowledge, Skill, Ability
Problem Solving - Quantitative	Knowledge, Skill, Ability
Written English	Knowledge, Skill, Ability

### Notes

**Let us customize this interview guide for you.** - Brainbench Industrial/Organizational Psychologists will work with you to create a customized interview guide for a specific job within your organization.