avaHR

Accounting Coordinator Candidate Scorecard

Score every candidate against the same questions and criteria

CANDIDATE	INTERVIEWER	DATE	STAGE

INTERVIEW QUESTIONS · ACCOUNTING COORDINATOR

1	What accounting software are you familiar with?	1 2 3 4 5	
2	What experience do you have in preparing financial reports?	1 2 3 4 5	
3	How would you handle discrepancies in accounts payable and receivable?	1 2 3 4 5	
4	What kind of budgeting experience do you have?	1 2 3 4 5	
5	How have your skills evolved since working as an Accounting Coordinator?	1 2 3 4 5	
6	Describe a time when you successfully collected overdue invoices.	1 2 3 4 5	
7	What strategies do you use to make sure accounts are reconciled on a regular basis?	1 2 3 4 5	
8	How do you stay current with changes in accounting regulations?	1 2 3 4 5	
9	Describe how you handle multiple projects at once.	1 2 3 4 5	
10	What challenges have you faced when working with financial data?	1 2 3 4 5	
11	Are you comfortable communicating financial information to non-financial staff?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1–5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.