

CANDIDATE	INTERVIEWER	DATE	STAGE
-----------	-------------	------	-------

INTERVIEW QUESTIONS · ACCOUNTING OFFICER

1	What is your experience in bookkeeping and accounting?	1 2 3 4 5	
2	What is your understanding of Generally Accepted Accounting Principles (GAAP)?	1 2 3 4 5	
3	What software programs do you know to use for bookkeeping and accounting purposes?	1 2 3 4 5	
4	What would be your strategy for maintaining accurate books and records for our business?	1 2 3 4 5	
5	What procedures would you suggest to catch and prevent errors in our accounting system?	1 2 3 4 5	
6	Describe a situation where you had to make a difficult decision regarding an accounting issue.	1 2 3 4 5	
7	How do you handle customer billing disputes or discrepancies?	1 2 3 4 5	
8	Do you use any specific techniques or strategies for budgeting, forecasting, and cost management?	1 2 3 4 5	
9	Can you describe your experience with financial auditing and reporting?	1 2 3 4 5	
10	How comfortable are you working with complex economic models and projections?	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	

CRITERIA

SCORE (1-5) NOTES

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.