

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · ACCOUNTS PAYABLE CLERK

1	What experience do you have in accounts payable?	1 2 3 4 5	
2	How familiar are you with QuickBooks or other accounting software?	1 2 3 4 5	
3	Tell me about a successful project you’ve completed related to accounts payable.	1 2 3 4 5	
4	What steps do you take when verifying invoices for accuracy?	1 2 3 4 5	
5	Describe how your organization handles vendor payments and receivables.	1 2 3 4 5	
6	Are there any areas of accounts payable that can be improved upon using technology or automation processes?	1 2 3 4 5	
7	How do you handle difficult conversations with vendors or customers?	1 2 3 4 5	
8	Do you have any experience dealing with complex vendor payment issues?	1 2 3 4 5	
9	What processes do you use to ensure accurate data entry and invoice payments?	1 2 3 4 5	
10	Describe a situation in which you had to be detail oriented when working on accounts payable.	1 2 3 4 5	
11	What software programs are you familiar with that can be used to streamline accounts payable processes?	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.