

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · CHIEF ACCOUNTING OFFICER

1	Can you describe your experience with financial reporting and the key components involved in preparing financial statements?	1 2 3 4 5	
2	How do you ensure compliance with regulations and accounting standards? Can you provide an example of a time you managed a compliance challenge?	1 2 3 4 5	
3	What strategies do you implement to prevent fraud within an organization's financial processes?	1 2 3 4 5	
4	How do you collaborate with other departments to develop and execute financial strategies? Can you give an example of a successful collaboration?	1 2 3 4 5	
5	Describe your approach to managing and developing an accounting team. What key qualities do you look for in your team members?	1 2 3 4 5	
6	Can you share an example of how you have used data analysis to support strategic decision-making?	1 2 3 4 5	
7	What systems or software are you familiar with for financial management and reporting? How have you implemented these in your previous roles?	1 2 3 4 5	
8	How do you stay informed about changes in accounting regulations and industry trends that may impact your organization?	1 2 3 4 5	
9	Describe a situation where you had to present complex financial data to non-financial stakeholders. What strategies did you use to ensure they grasped the main points?	1 2 3 4 5	
10	What do you believe is the most challenging aspect of being a Chief Accounting Officer, and how do you plan to address it in this role?	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	

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	① ② ③ ④ ⑤	<hr/> <hr/>
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	<hr/> <hr/>
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	<hr/> <hr/>

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.