

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · TREASURER

1	What is your experience with bookkeeping and accounting?	1 2 3 4 5	
2	Can you provide me with examples of financial reports you have prepared in the past?	1 2 3 4 5	
3	Do you have knowledge of Generally Accepted Accounting Principles (GAAP)?	1 2 3 4 5	
4	Have you ever overseen banking or investment transactions?	1 2 3 4 5	
5	Have you ever been responsible for collecting and depositing payments?	1 2 3 4 5	
6	Can you tell me about a time when you had to manage a budget?	1 2 3 4 5	
7	What software programs are you familiar with that are used for bookkeeping and accounting purposes?	1 2 3 4 5	
8	Do you have experience working with QuickBooks?	1 2 3 4 5	
9	What is your experience in auditing financial statements?	1 2 3 4 5	
10	Do you have any experience in tax preparation?	1 2 3 4 5	
11	What qualities should a Treasurer have?	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.