

Bookkeeping Clerk Interview Questions And Answers Guide.



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Bookkeeping Clerk Job Interview Preparation Guide.

Question # 1

Why do you think you can do this job well?

Answer:-

Refer to your qualification, as well as to abilities that are important for a good clerk. I talk about abilities such as detail oriented personality, responsibility, good computing skills, good knowledge of law, etc. You can also say that you are very motivated to have this job and believe that a motivated person always does a good job!

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Question # 2

Explain me have you any experience with pay card payments?

Answer:-

(It's a simple method of offering employees a debit card they can use to buy things with, or cash it with the use of ATM. It's like sending money to bank account; just you send it to the card for this purpose.)

Can you please list down the tax rates and other deductions of gross payment? (You should check the rates based on the country where you are from.)

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Question # 3

Why is important to abide by accounting regulations?

Answer:-

Shows an interest in complying with rules.

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Question # 4

Explain me do You Communicate Effectively?

Answer:-

Although there is a good possibility that you will work in a back office as an accounting clerk, you may be required to work at a front desk for a company and combine your accounting skills with administrative knowledge. In either case, good communication is essential. If you have worked in a customer service position in the past, now is a good time to mention that. Also, you may choose to provide an example of a situation in which you were able to resolve a disgruntled client or customer's issue simply by being sensitive to his or her needs and anticipating the expected resolution.

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Question # 5

How have you used software in the accounting? Which applications have you worked with?

Answer:-

Demonstrates computer skills.

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Question # 6

What documents do you expect to work with in this role? How have you worked with them in the past?

Answer:-

Tests job knowledge.

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Question # 7

Tell me what kind of salary do you need as Bookkeeping Clerk?

**Answer:-**

A loaded question. This is a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, That's a tough question. Can you tell me the range for this position?

In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

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Question # 8

Why are you interested in working for (the company interviewing you)?

Answer:-

Almost every company, regardless of size, has a Web presence now. So answering this question is just a matter of doing a little research beforehand. Find two or three things that impress you about your prospective employers and be prepared to express those thoughts in a matter of fact way. This is a great way to prove your interest and it lets employers know that your desire to become a member of the team isn't only about the paycheck.

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Question # 9

Why do you want to work as Bookkeeping Clerk?

Answer:-

This question is difficult. You can hardly find something motivating about this job... However, you should not say an employer that you just want to have any sort of administrative/accounting job, and that's why you apply for this one. As a good applicant, you can mention that you like math, that you are very detail oriented and prefer routine jobs. That's the reason why payroll clerk is a good choice for you.

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Question # 10

What should be the qualities of bookkeeping clerk?

Answer:-

In order to score well in this interview question, an efficient way is to give a list of qualities and skills that are in alignment with the respective position. You can start with:

* First, one must understand the methods required to succeed in this position

* Secondly, indicate that the job will be your #1 priority

* Third, indicate that you understand the importance of working as a team

Remember that regardless of position, self awareness is listed time and again as one of the number one things an employer looks for. Beyond this, staples such as:

* Good communication

* Confidence

* Trustworthiness

* Passion

* Preparedness

Are always great qualities to mention.

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Question # 11

What duties do you expect to perform as an Accounting Clerk?

Answer:-

Reveals job expectations.

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Question # 12

Describe a time when you resolved a discrepancy. How did you discover the problem? How did you resolve it?

Answer:-

Tests research skills.

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Question # 13

What would you describe as your main weaknesses?

Answer:-

I know that public speaking is the number one phobia for most people, and I'd say that's the main area I'd like to work on, especially as I know it's part of the job description for this role...

I'm very detail oriented and meticulous, which means that I can sometimes take a little longer to get a task done, but I'm working on getting the right balance between attending to the detail and being as efficient as possible...

Tips:

* It can be tricky, but presenting some of your more minor weaknesses - obviously not ones that will greatly impact your ability to do the job - is the best tactic for answering this question.

* Alternatively, mention areas that you were once slightly weaker at, but which you've been working on improving (successfully).

* You could also mention tasks you know are a part of the role you're applying for, which you'd like some further training or support with - for example, a particular software program. If you can be honest and ask for help where you feel you need it, this demonstrates that you're keen to continually learn and improve yourself.

* With any weakness you mention, emphasise your awareness, willingness and efforts to improve.

* If possible, try to avoid overly clichéd answers such as "I'm too much of a perfectionist" or "I work too hard".

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Question # 14

Why do you want to leave your current company?

Answer:-

e warned, they are not asking you to bash your boss for being an old so-and-so. Doing so will only make you look petty, and your character will definitely come into question. Instead, look for ways to compliment your current employer for the opportunities provided to you, and use positive language to express your desire to make a change. Have you accomplished all you had hoped to with your current employer? Is the opportunity for advancement limited or nonexistent? Do you simply want to reduce your commute time? People leave their jobs every day for a myriad of reasons, so find the one that truly answers this question for your situation without bad-mouthing your current employer or company.

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Question # 15

What do you consider a biggest mistake you did in your job?

Answer:-

If you choose something from accounting, please choose an example when you were able to correct the mistake at the end. Mistakes can prove costly, but we are only human beings. We make mistakes.

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Question # 16

Tell me what experience do you have when it comes to discussing our recently posted BOOKKEEPING CLERK position?

Answer:-

Ever since my first paper route at age 10 I've been doing something to keep myself busy and earn money. Back then, it was obviously about earning some spending money. What I didn't realize was that I was actually starting the journey of establishing what I liked to do and how I fit in to the grand scheme of things. I then worked as a junior computer tech in my last 2 summers of high school. It was here that I discovered what I was passionate about and what I wanted to do. I enrolled in college to get my degree in computer sciences, and I have been working around technology ever since.

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Question # 17

What is more important in this position, accuracy or efficiency? Why? How do you balance the two?

Answer:-

Demonstrates how candidate approaches the job.

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Question # 18

What are your strengths as Bookkeeping Clerk?

Answer:-

Some job seekers struggle with this because they're concerned with appearing conceited or overly confident. The interviewer most likely is aware of your strengths already, or you wouldn't have been invited to this interview in the first place. They are simply hoping to hear you verbalize them. Keep your answer apropos to the position for which you are interviewing. Your ability to bench press 300 lbs. will have little impact on your duties as the new accounting clerk.

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Question # 19

Tell me how Detail-Oriented Are You? What Methods Do You Use?

Answer:-

This question seeks to bring out your organizational abilities as well as any particular skills you employ to stay on task. During your accounting clerk training, you likely learned about several ways to maintain your focus. Be sure to provide information about the methods you like the best and explain them very briefly. For example, if you like to perform tedious data entry tasks after lunch so that you can focus better, make sure to say so. On the same note, you should recognize that individual companies usually have their own ways filing, entering data, etc. You may be required to conform to this, so be sure to mention that you can maintain focus while still being flexible to the needs of the company.

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Question # 20

Basic Bookkeeping Clerk Job Interview Questions:

Answer:-

- * 1.What is the highest level of education you have received
- * 2.Do you have any other training or education associated with the accounting clerk position
- * 3.Who is your current or most recent employer
- * 4.What are (were) your major responsibilities at your present (most recent) job
- * 5.Which accounting clerk skills and qualifications have you gained in your present (previous) position that make you competitive for this position
- * 6.What do (did) you like most and least about that position
- * 7.Why are you planning to (did you) leave that position

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Question # 21

Bookkeeping Clerk Interview Questions About You:

Answer:-



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- * What is your greatest weakness? -
- * What is your greatest strength? -
- * How do you handle stress and pressure? -
- * How would you describe yourself? -
- * How do you think a friend or professor who knows you well would describe you? -
- * What motivates you? -
- * What accomplishments are you the most proud of? Why? -
- * Why should I hire you? -

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Question # 22

Operational and Situational Bookkeeping Clerk Job Interview Questions:

Answer:-

- * What are your primary responsibilities as an Accounting Clerk?
- * What's the Accounting department's role in a company?
- * Which accounting software programs have you used?
- * Walk me through a successful bank reconciliation step-by-step.
- * How would you design a spreadsheet to keep track of accounts payable?
- * How do you ensure data typing accuracy?
- * What suggestions would you make to improve our invoice keeping process?
- * How familiar are you with Excel? Mention some projects you worked on and some regular accounting tasks you completed on excel.
- * What do you identify as confidential information and how do you secure it?
- * How familiar are you with SFAS (Statement of Financial Accounting Standards)?

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Question # 23

Bookkeeping Clerk Interview Questions About Your Work Experience:

Answer:-

- * Have you completed any internships? What did you gain from the experience?
- * Tell me about your work experience. How has it prepared you for a career?
- * Have you accomplished something you're proud of at work? -
- * What major problems have you encountered at work and how did you deal with them? -
- * What have you learned from your mistakes? -

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Question # 24

Bookkeeping Clerk Interview Questions About the Company and the Job:

Answer:-

- * What do you know about our company? -
- * What interests you about this job? -
- * Why do you want to work here? -
- * If you were hiring a college graduate for this job, what qualities would you look for? -
- * What do you think it takes to be successful at this company? -
- * What can you contribute to our company? -
- * What new ideas do you think you can bring to this company? -
- * In what kind of work environment are you most comfortable? -
- * Are you willing to travel? -
- * How do you feel about working evenings and weekends? -
- * Is there anything I haven't told you about the job or company that you would like to know? -

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Question # 25

Professional Bookkeeping Clerk Job Interview Questions:

Answer:-

- * What are your standards of success an an accounting clerk position What have you done to meet these standards
- * 2.What factors, other than salary, do you consider most important for evaluating your performance or success
- * 3.At times, we have all had to break or bend the rules. Can you give me some examples of when you had to do this
- * 4.What characteristics or factors do you consider relevant when judging the performance of others
- * 5.Describe a time you felt the greatest sense of accomplishment as an accounting clerk.
- * 6.Tell me about a situation when you weren't happy with your job performance as an accounting clerk. Why were you disappointed with your work How did you resolve your dissatisfaction
- * 7.When have you declined a work-related task Why

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Question # 26

Behavioral Bookkeeping Clerk Job Interview Questions:

Answer:-

- * Give an example of a goal you had in your previous position. What did you do to reach it?
- * Describe a situation where you had multiple deadlines. How did you handle them?
- * Have you ever implemented a change to speed up an accounting process?
- * What would you like to learn more about?



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Question # 27

Bookkeeping Clerk About College Interview Questions:

Answer:-

- * Why did you select your college or university? -
- * How would you prepare for important tests or exams? -
- * What college subjects did you like best? Why? -
- * What college subjects did you like least? Why? -
- * Describe situations where you have used your leadership skills. -
- * Describe your most rewarding college experience. -
- * If I were to ask your professors to describe you in three words, what would they be? -
- * What was your biggest challenge as a student, and how did you handle it? -
- * Do you think that your grades are a good indication of your academic achievement? -
- * Did you prefer working independently or in groups on school projects? -
- * What extracurricular activities have you participated in? -
- * What was your greatest strength as a student? -
- * Why did you choose your major? -
- * How has your college experience prepared you for a career?

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Question # 28

Bookkeeping Clerk Interview Questions About the Future:

Answer:-

- * What do you see yourself doing five years from now? -
- * What do you see yourself doing ten years from now? -
- * How do you plan to achieve your goals? -
- * What are you looking for in your next job? What is important to you?

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Question # 29

Fresh Bookkeeping Clerk Job Interview Questions:

Answer:-

1. We've all worked with someone who is very challenging. Give me an example of when this happened to you. Why was that person difficult How did you handle that person
2. What have you learned from mistakes while working as accounting clerk Give an example.
3. From time to time, we have all been confronted by someone who wasted our time at work. Tell me about a situation like that. What did you do
4. Describe a typical work week for an accounting clerk.
5. Tell me about a time when one of your ideas as an accounting clerk was attacked in a discussion. How did you react
6. What happened when you found yourself dealing with someone at work who was overly sensitive
7. Looking back, describe a situation where you should have acted differently with someone at work.

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Question # 30

Top 15 Bookkeeping Clerk Job Interview Questions:

Answer:-

1. Tell me about yourself?
2. Why did you leave your last job?
3. What are your career goals for Accounting clerk?
4. What is your greatest weakness?
5. What kind of salary are you looking for Accounting clerk?
6. Why do you think you would do well Accounting clerk?
7. What motivates you to do your best on the Accounting clerk?
8. How would you know you were successful on this Accounting clerk?
9. Do you think you are overqualified for Accounting clerk?
10. What have you learned from your past jobs that related to Accounting clerk?
11. Where would you like to be in 3 years? 5 years?
12. What made you choose to apply to Accounting clerk?
13. What are key tasks for Accounting clerk?
14. What are top 3 skills for Accounting clerk?
15. Do you have any questions?

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Question # 31

You discover that the company has a delinquent account. How do you fix it?

Answer:-

Tests problem solving skills.

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Question # 32



Bookkeeping Clerk Interview Questions And Answers

Do You Understand Computers?

Answer:-

As an accounting clerk, much of your time will be spent working with computers. As such, your interviewer will likely ask you about the various computer programs and types of software with which you are proficient. Be sure to list each of them and elaborate on the ones that you are most familiar with. For instance, stating that you are capable of using Microsoft Office is not the best answer; instead, elaborate on the facets of that program that you understand the best. Microsoft Word, Excel, PowerPoint and others are all important to your job. Similarly, be sure to mention Adobe, Notepad, Linux, Open Office and other programs if you are familiar with them.

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Question # 33

What would you describe as your key strengths?

Answer:-

I'm organised, efficient and take great pride in doing the best work possible, and exceeding expectations...

"My previous employer often commented on my ability to motivate and manage my team members - and I was even commended on my abilities with an industry award..."

Tips:

* There's no point reeling off a list of strengths that aren't relevant to the actual role in question. Think about the types of skills your potential employer is looking for (i.e. from the job ad) and then select from your list of strengths, to illustrate exactly how you're the ideal candidate.

* Elaborate on your named strengths and demonstrate how they're useful in action by using real examples from your past experience. Make sure you

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Question # 34

What are your weaknesses as Bookkeeping Clerk?

Answer:-

Companies have several reasons for asking this question, and often, experts suggest you answer with a prior weakness, and the steps you already have taken to convert it to a strength. You may also consider that some companies want to gain insight into areas where additional training may be necessary when you become a part of the team. Being honest with yourself and the interviewer here will ensure that you don't wind up being placed on assignments you're not prepared to handle. The last thing anyone wants is for those weaknesses to be exposed at an inopportune time, wreaking havoc on the company's goals and your career.

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Question # 35

What accounting software packages have you used?

Answer:-

At first glance, this may seem a lot like the first accounting interview question mentioned, but it is slightly different. One advantage of public accounting is the exposure to many different types of software packages from many different industries. This can also be true of what we would consider a "job hopper." However, "job hopping" is becoming a misnomer with company restructuring becoming a norm. Still, having a thorough grasp on many different accounting software packages is a huge plus.

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Question # 36

Tell me why are you the best person for this job?

Answer:-

This job is perfectly matched to my core competencies. I really feel like your company is the ideal fit for my interests, qualifications and passions...

"My years of experience have given me the organisational / teamwork / sales / managerial skills to make me an invaluable employee for this company..."

Tips:

* Referring to the specific requirements of the role, emphasise what you can offer to your potential employer, rather than what they can do for you.

* Choose two of your most unique qualities that you think set you apart from other candidates and use them as compelling reasons to employ you.

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Question # 37

What is your experience with ledgers and financial reporting?

Answer:-

Displays technical skills.

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Question # 38

How do you ensure your knowledge of payrolling is up to date?

Answer:-

You can say that you watch changes in labor law as well as tax law closely, in order to avoid making any mistakes. Also, if you read any publications related to this problematic, you can refer to it in an interview. Presenting yourself like someone who cares about quality of his work can only help you in your interview.

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Question # 39

Tell me what prompted you to apply for this job?

Answer:-



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I'm excited by the possibilities presented by your company. I'd like to be a part of its future success, and I want to help it to continue to grow by...
"This role offers exactly the types of challenges and responsibilities I'm looking for and is ideally suited to my skills and experience..."

Tips:

- * Focus on emphasising the match between your skills and experience and the operations and culture of the company you're applying to.
- * Be honest and upfront about your motivations, while explaining why you're passionate about the role. These qualities will shine through in your answer and impress much more than simply trying to tell them what you think they want to hear.
- * Demonstrate your understanding of the company and show that you've researched your potential employer thoroughly, and have good reasons for wanting to work there.

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Question # 40

What experience do you have in this field and Accounting clerk position?

Answer:-

- * Speak about specific matters that are relevant to the position you are applying for. If you do not have any specific experience, get them as close as you can.
- * If you are being asked this question from your employer, you can explain about your experience. Tell the employer what responsibilities you were performing in your previous job. You can tell about the programs you have developed and modules you have worked on. You can also tell about your achievements in different programs.

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Question # 41

Someone wants to befriend you on a workplace. What would you do?

Answer:-

As a payroll clerk, you should be not be too loyal to someone. On the other hand, it's normal to make friends on the workplace. That's why you should say that you want to make friends in work, but it will never influence any of your decisions and actions while performing your job.

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Question # 42

Tell me what makes a good data entry specialist?

Answer:-

This question should give you insight into how the freelancers views their role. Data entry specialists should be able to transcribe large amounts of information accurately and quickly. Good time-management and interpersonal skills are also valuable.

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Question # 43

Explain me why did you leave your previous role?

Answer:-

I found myself a little 'stuck' and decided I needed new challenges that weren't readily available in my previous role..."
"I'm interested in a job with greater responsibility, and feel that a role like this would better offer those kinds of opportunities..."
"I was laid off due to a company restructure..."

Tips:

- * Whatever your reasons for leaving your last job, resist the urge to bad-mouth your previous employer as it can appear unprofessional and disloyal.
- * Focus on the future, and ensure you sound positive and optimistic as you elaborate on your chosen career goals.

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Question # 44

Tell about your experience with database maintenance?

Answer:-

Shows candidate's level of comfort with typing and data entry.

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Question # 45

How would you know you were successful on this Accounting clerk job?

Answer:-

There are several ways to assess: You set big challenges for yourself and met them. Your achievement is a big success. Your boss told you that you were successful. I am sure that I was successful. I have dreamt to work for your company and I can do anything to make my dream become true. And I am really interested in this job, for my passion not for money.

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