

# Financial Specialist Interview Questions And Answers Guide.



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## Financial Specialist Job Interview Preparation Guide.

### Question # 1

Tell me when a company is using double-entry accounting, what elements of a given ledger must be equal?

#### Answer:-

Among the many accounting interview questions you could be asked, this one is fairly straight-forward. Candidates with some accounting training or experience should have no trouble answering it. As with question one, how you reply may show whether you're under- or overqualified for a junior-level position.

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### Question # 2

Tell us what is your experience with developing business metrics?

#### Answer:-

Though somewhat general, these sort of accounting interview questions can elicit answers that are useful in evaluating entry-level business or financial analyst candidates all the way up to mid-career professionals who aspire to roles that come with budget and staff oversight responsibilities.

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### Question # 3

Tell me if an employee called in with a payroll complaint, how would you handle it?

#### Answer:-

I would pull up their file first and confirm the employee identity and ask them the specific complaint, then I would ask for some time to look into the problem and get back to them as soon as possible to resolve the issue.

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### Question # 4

What salary are you seeking as Financial Specialist?

#### Answer:-

A competitive salary range for someone with my background and experience.

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### Question # 5

Tell me how would you familiarize yourself with our payroll system?

#### Answer:-

I would refer to and study payroll manuals and job manuals as well as seek out information from other specialists/supervisors.

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### Question # 6

Do you know the use of forms W2, W4, and 941?

#### Answer:-

W2 is a summary record given to employee showing their earnings taxes paid and any other deductions, W4 is what the employee fills out letting the payroll department know how many depending they are claiming, 941 is the report filled out each quarter and year end showing everything paid and deducted through payroll.

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### Question # 7

Tell me what information do you require before you approve payroll?

#### Answer:-

Verification that the funds are in place and approval from the authorizing manager for process the payroll.



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### Question # 8

Tell me how much money have you saved businesses and how and where did you do this?

#### Answer:-

Your answer to this question should involve little else than cold hard facts and figures: less is more when it comes to financial jargon here. The interviewer wants to know how you have put your skills into practice to power profitability, and only accurate numbers and time frames will impress.

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### Question # 9

Do you know what is the difference between accounts receivable (AR) and accounts payable (AP)?

#### Answer:-

This is one of many elementary interview questions for accountants that you may be asked to explore your general accounting knowledge. While it's quite simple to respond with the basic definition that accounts receivable are assets and accounts payable are liabilities, take this question as an opportunity to demonstrate your actual previous work experience with these tasks.

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### Question # 10

Tell me what challenges have you faced in leading a team through an analysis project?

#### Answer:-

This interview question is designed for probing leadership skills. It is another interview question that an interviewer can modify to better explore the particularities of your interest in the position, or your background. As with question nine, your reply will reveal the level of critical thinking skills and elicit a better picture of your leadership skills.

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### Question # 11

Tell me examples of the payroll reports you have prepared?

#### Answer:-

I have prepared Time Labour Entry Audit reports that reflect Job codes, wages, GI accounts, time repoting codes, rates.

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### Question # 12

Tell me what challenges are you looking for in this financial specialist position?

#### Answer:-

A typical interview question to determine what you're looking for your in next job, and whether you would be a good fit for the position being hired for, is "What challenges are you looking for in position?" The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job. You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

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### Question # 13

Tell me what is a fiscal year?

#### Answer:-

Year a year as reckoned turning profit for year end.

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### Question # 14

Explain me about the payroll forecasting you have been responsible for?

#### Answer:-

I was responsible for forecast according to the number of employees and the amount of hours how much we will need to cover for payroll.

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### Question # 15

Tell me how did you get started in payroll?

#### Answer:-

I first got started with taking payments when I was in the insurance business. I would also make daily deposits for Nationwide. I then went on to the Head Start program and started doing their payroll in 2008.

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### Question # 16

Tell me what courses did you like the best in your preparation in accounting and payroll?



**Answer:-**

I really enjoyed the Payroll Compliance Course. I found it interesting to learn about all the provinces and how each province deals with taxes.

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**Question # 17**

Tell me examples of internal control procedures that you have developed and deployed?

**Answer:-**

Here, employers want to see if you can safeguard their assets and improve compliance. Before making a hiring choice, the employer needs to be certain that your financial skills are capable of delivering operational effectiveness and boosting the reliability of reporting.

Your answer should place a firm stress on quality and accuracy, demonstrating your professional integrity and dedication to supplying tight financial and budgetary information. Be sure that you show a thorough understanding of how to use resources in the most effective way, as well as giving examples of how you have ensured that expenditure planning and reporting is fully integrated with income and activity.

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**Question # 18**

Tell us which enterprise resource planning (ERP) systems have you used?

**Answer:-**

Most professionals, especially those with experience working for medium to large organisations, should have an answer for this. A response might include any of the following: Hyperion, Microsoft Dynamics GP or Oracle Enterprise Manager. For entry-level candidates, you might turn this into a discussion of finance certifications and future training possibilities. Discussion of these tools, how you learned them and what applications you have used will reveal how much, if any, staff training you might need if hired.

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**Question # 19**

Tell me how do you keep updated on all the payroll rules and techniques?

**Answer:-**

I am required by the CPA to keep my education up to date and in order to keep my PCP certification current and valid. The CPA offers webinars and seminars that I am able to attend.

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**Question # 20**

Explain me your familiarity with the administration of 403b or 457 plans?

**Answer:-**

A 403(b) plan is a U.S. Tax-advantaged retirement savings plan available for public education organizations, some non-profit employers (only Internal Revenue Code 501(c)(3) organizations), cooperative hospital service organizations, and self-employed ministers in the United States. The 457 plan is a type of non-qualified tax advantaged deferred-compensation retirement plan that is available for governmental and certain non-governmental employers in the United States. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. For the most part the plan operates similarly to a 401(k) or 403(b) plan most people are familiar with in the US

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**Question # 21**

Top Financial Specialist Job Interview Questions:

**Answer:-**

- \* Describe to me any payroll process that you have developed or revised?
- \* If an employee called in with a payroll complaint, how would you handle it?
- \* What have you done to improve your verbal communication skills?
- \* What is the largest payroll you have been in charge of?
- \* Give me examples of the payroll reports you have prepared.
- \* How do you keep updated on all the payroll rules and techniques?
- \* How does higher management benefit from payroll reports?
- \* Why are you interested in this position?
- \* We have 9 major union contracts, each with unique special pay items. How will you ensure that everything is paid correctly and on time?
- \* What is a fiscal year?
- \* What salary are you seeking?
- \* Can you explain when you would want to pay an employee through accounts payable rather than payroll?
- \* Have you had responsibility for state and federal tax payments?
- \* What are the payroll inputs?
- \* What is a general ledger?
- \* If you have done bookkeeping in the past for small businesses, tell me about your experience doing that.
- \* What experience do you have implementing a new payroll system?
- \* Describe to me your familiarity with the administration of 403b or 457 plans?
- \* How would you familiarize yourself with our payroll system?
- \* Tell me about the payroll forecasting you have been responsible for.
- \* Describe a typical payroll day from your past experiences.
- \* Do you plan to open up your own accounting or payroll firm?
- \* Define a bad employee.
- \* Each of our buildings has a designated payroll timekeeper that reports biweekly. Two reports are late. How do you approach this?
- \* Discuss your experience with payroll.
- \* There are times when we are placed under extreme pressure on the job. Tell about a time when you were under such pressure and how you handled it.
- \* What cost-cutting measure have you been in charge of implementing?
- \* Can you describe the use of forms W2, W4, and 941?



- \* What are the most important attributes a person should have for this position?
- \* What sorts of things have you done to become better qualified for your career?
- \* How did you get started in payroll?
- \* What is retro pay?
- \* What are the most important attributes a person should have for this position?
- \* What are your future plans with the company?
- \* Describe to me a difficult situation at work and how you diffused it.
- \* What information do you require before you approve payroll?
- \* We spend considerable time editing our time sheets to ensure no errors. How do you approach finding an error?
- \* What courses did you like the best in your preparation in accounting and payroll?
- \* Why are you interested in this position?

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### Question # 22

General Financial Specialist interview questions:

**Answer:-**

- \* How have you successfully worked with this difficult type of person?
- \* What qualities do you find important in a co-worker?
- \* What were your expectations for the job and to what extent were they met?
- \* How do you define teamwork?
- \* What gets you out of bed in the morning?
- \* What two or three things are most important to you in your job?
- \* If we hire you for this job, what would we need to do to bring you up to speed?

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### Question # 23

Difficult Financial Specialist interview questions:

**Answer:-**

- \* Have you been absent from work more than a few days in any previous position?
- \* What is the worst thing that ever happened to you?
- \* Give an example of a time you misjudged someone.
- \* What two or three things are most important to you in a job?
- \* Would you like to have your boss' job?
- \* What do you think is most important when dealing with your customer?
- \* Is detail important to you? Do you think details should be left to your assistant?

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### Question # 24

Behavioral Financial Specialist Interview Questions:

**Answer:-**

- \* Describe a time when you coordinated a challenging financial task, e.g. audits or tax collections.
- \* Give an example of a time when your attention to detail saved you from a making a mistake at work.
- \* How do you learn about global economic issues? What are the biggest challenges that companies of our industry will face in the next years?
- \* How would you describe your leadership style? How do you delegate tasks to your team members?

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### Question # 25

Phone based Financial Specialist interview questions:

**Answer:-**

- \* What do (did) you not like?
- \* What days and hours are you available to work? Please be as specific as possible.
- \* What qualities do you like in a supervisor?
- \* When would you be available to start?
- \* Why haven't you obtained or accepted a job so far?
- \* Will you relocate? Does relocation bother you?
- \* What were the development steps on your last performance appraisal?

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### Question # 26

Role-specific Financial Specialist Interview Questions:

**Answer:-**

- \* Describe the budgeting process step-by-step.
- \* What financial and statistical analysis software have you used?
- \* What kinds of reports do you prepare or monitor on a regular basis? How do you use this information?
- \* What kind of financial model will help you build an annual forecasting report?
- \* What's the use of the Weighted Average Cost Of Capital (WACC)? How will an increase in debt affect it?
- \* What is a good Internal Rate of Return (IRR) on an investment? What formula do you use to calculate it?

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### Question # 27



Panel based Financial Specialist interview questions:

**Answer:-**

- \* What salary are you seeking?
- \* What are your long-term goals or Financial Specialist career plans?
- \* Give me an example that best describes your organizational skills.
- \* What motivates you to work as Financial Specialist?
- \* Who has impacted you most in your career and how?
- \* What would be your ideal working environment?
- \* How do you show an interest in what another person is saying?

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**Question # 28**

Group based Financial Specialist interview questions:

**Answer:-**

- \* What do you do when priorities change quickly?
- \* Do you find your job exciting or boring?
- \* How well did your college experience prepare you for this Financial Specialist job?
- \* How do you make your decisions in general?
- \* What is the toughest group that you have had to get cooperation from?
- \* What type of management style do you thrive under?
- \* Do you have the qualities and skills necessary to Financial Specialist?

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**Question # 29**

Operational and Situational Financial Specialist Interview Questions:

**Answer:-**

- \* What data would you collect to conduct a benchmark analysis?
- \* The CEO informs you they plan to make an investment (e.g. open a new store in a foreign country.) How would you begin advising them?
- \* What factors would you take into consideration before advising a company to take (or not take) a loan?
- \* What would you do if you found a mistake in a report you prepared but your manager hadn't noticed?
- \* What metrics would you present to investors to describe the company's financial health?

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**Question # 30**

We spend considerable time editing our time sheets to ensure no errors. How do you approach finding an error?

**Answer:-**

If an error is found it will be deducted from the individual gross pay the month that the discovery takes place.

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**Question # 31**

Explain me how do you keep your expertise on financial processes and techniques up to date?

**Answer:-**

In the fast paced world of corporate finance, employers want to be assured that their recruits are committed to keeping an up to the minute awareness of the market and its current trends. This question tests your attitude to your career and as such answers should focus on the desire to be at the forefront of financial developments. You should outline a genuine interest in the sector, discuss your current knowledge of opportunities and threats and relate this back to business needs. For example, a strong answer to this question would not only show passion but would also link to examples of where you have used your current market knowledge to suggest appropriate business actions and ensure that stakeholders understand potential risks and rewards.

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**Question # 32**

Explain what sorts of things have you done to become better qualified for your career?

**Answer:-**

My education has focused on not only learning the fundamentals, but also on the practical application of the information learned.

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**Question # 33**

Tell me if you have done bookkeeping in the past for small businesses, tell me about your experience doing that?

**Answer:-**

Havent done bookkeeping. Been responsible for reconciling payroll related accounts.

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**Question # 34**

Suppose we have 9 major union contracts, each with unique special pay items. How will you ensure that everything is paid correctly and on time?

**Answer:-**

Making sure I enter correct information for each contract and submit before due date.



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### Question # 35

Tell me if a private company with break-even operations received a \$10 million investment, how would you develop a strategy to spend or invest that money?

#### Answer:-

This falls into the category of behavioral interview techniques, a tactic useful in gauging your ability to think through a scenario like one that might be faced in a more senior finance role. Your response will show you if your approach is in alignment with that of the existing team, which will also indicate if you're a good cultural fit for the company.

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### Question # 36

Suppose if a company has three bank accounts for processing payments, what is the minimum number of ledgers it needs?

#### Answer:-

This is a starting point to explore your knowledge of ledgers. Your response could lead to further discussion of your skills related to the opening you are trying to apply for. The interviewer will expect your responses to reveal the extent to which you have thought through how accounts relate to lines of business and generally accepted accounting principles.

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### Question # 37

Tell us why is it easier for someone to perpetrate fraud using a journal entry than with a ledger?

#### Answer:-

Accounting professionals, particularly those who have managed ledgers or worked as full-charge accountants for more than a couple of years, should be able to speculate on this scenario. A candidate with more formal training specific to auditing or fraud analysis will likely explain this thoroughly and be able to provide examples.

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### Question # 38

Tell me when you would want to pay an employee through accounts payable rather than payroll?

#### Answer:-

We never pay an employee through the payroll system, this creates a problem because there are tax implications and benefits that need to be included, before paying the take home salary .

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### Question # 39

Tell me each of our buildings has a designated payroll timekeeper that reports biweekly. Two reports are late. How do you approach this?

#### Answer:-

Input everybody else and email the payroll timekeeper for the reports, meanwhile I make aware to the supervisor of this employees of the situation so they can get help to finish the reports.

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### Question # 40

Tell me what are the most important attributes a person should have for this position?

#### Answer:-

The number one attribute for any position is confidentiality. Someone working with money should also be honest and trustworthy.

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### Question # 41

Explain me a financial report you have analysed recently and the actions you took accordingly?

#### Answer:-

This question provides an opportunity to show the employer your ability to commercially evaluate data and translate your findings into deliverable solutions. The best possible answer showcases an example in which you have made a real business difference by identifying problems and making value-added recommendations to decision-makers.

With this type of question, you can afford to spend more time going into the details of your work. The employer wants to see your capability in understanding business operations and where money is made and lost, so use real figures and focus on how your financial expertise played a part in driving improved profitability and efficiency.

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### Question # 42

Explain me what are two or three types of accounting or finance publications?

#### Answer:-

While still a fairly basic question, you may tailor your response according to the specifics of the role you're applying for or to the company's recognised approach. Or, as a skill test, you may be presented with a few publication samples and asked to explain them. The way you demonstrate your communication skills here will show your skill level in identifying mistakes or omissions.



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### Question # 43

Tell us what have you done to improve your verbal communication skills?

**Answer:-**

I have taken communication courses and have a very long history of customer service skills.

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### Question # 44

Tell me have you had responsibility for state and federal tax payments?

**Answer:-**

Yes and it is very important that they are paid on time, otherwise fines are given to the company.

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### Question # 45

Do you know what is retro pay?

**Answer:-**

Retroactive pay is a delayed wage payment for work already performed at a lower wage rate. It is distinguished from back pay.

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### Question # 46

Tell me what are the payroll inputs?

**Answer:-**

Overtime. Shift allowances, commission, salary, medical aid, provident/pension fund etc.

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### Question # 47

Tell us any payroll process that you have developed or revised?

**Answer:-**

No timesheets were in place. I got my wage clerk to develop a timesheet on excel and was implemented in the company and used successfully.

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### Question # 48

Explain me what experience do you have implementing a new payroll system?

**Answer:-**

Been involved with the upgrading of the payroll system. Have not changed from a payroll system in the last 20 years.

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### Question # 49

Explain me your experience with payroll?

**Answer:-**

I have done payroll for 3 different companies with different types of needs and different industries. This has help me to adapt quickly.

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### Question # 50

Do you know what is a general ledger?

**Answer:-**

An accounting record system where all the companies income and expenses and assets and liabilities are kept.

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### Question # 51

Tell us what is the largest payroll you have been in charge of?

**Answer:-**

The largest payroll I have been in charge of was a manual payroll project using excel and the firm consisted of six employees.

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### Question # 52

Explain me what cost-cutting measure have you been in charge of implementing?

**Answer:-**





How we can reduce the cost of supplies, such as reducing the amount of paper we utilize. Finding solutions in reducing waste and finding different methods to help in saving the environment.

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### Question # 53

Explain me a typical work week for financial specialist position?

**Answer:-**

Interviewers expect a candidate for employment to discuss what they do while they are working in detail. Before you answer, consider the position you are applying for and how your current or past positions relate to it. The more you can connect your past experience with the job opening, the more successful you will be at answering the questions. It should be obvious that it's not a good idea to talk about non-work related activities that you do on company time, but, I've had applicants tell me how they are often late because they have to drive a child to school or like to take a long lunch break to work at the gym. Keep your answers focused on work and show the interviewer that you're organized ("The first thing I do on Monday morning is check my voicemail and email, then I prioritize my activities for the week.") and efficient.

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### Question # 54

Explain me what are your future plans with the company?

**Answer:-**

I plan to be with the company indefinitely. I plan to learn the job and become an exceptional professional so that I can successfully move up within the department.

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### Question # 55

Do you know what methods have you used for estimating bad debt?

**Answer:-**

Accounting interview questions such as these can open conversations about the way you have approached this routine process with previous employers. This line of inquiry allows recent grads to apply theoretical knowledge in venturing educated guesses. Your answer will reveal the level of understanding of the methods most commonly used and could open a dialogue about how you may handle this scenario.

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### Question # 56

Tell me do you plan to open up your own accounting or payroll firm?

**Answer:-**

This interview question is simple to answer. I would obviously begin by picking out a work related problem I have faced and that I knew turned out to be a problem that I was able to solve.

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### Question # 57

Explain me about the financial forecasting you have been responsible for?

**Answer:-**

In commercial finance jobs, you need to be able to demonstrate your ability to build and manage financial models from everything to business forecasting to variance analysis to problem solving. This question gives you the chance to spotlight your financial forecasting skills and should ideally focus on how your forecasting has supported internal departments. Show how you have monitored cost-centre expenditures against forecasts and budgets, and wherever possible, how you have reduced business risks. Without going into too much detail, you should use this question as a platform to cover how your knowledge of P&L, balance sheets and cash flow enables business success.

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### Question # 58

Why are you interested in this position as Financial Specialist?

**Answer:-**

To work for a thriving and growing company, I am always learning new tasks, opportunity of advancement and company profile and word of mouth has been very impressive.

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### Question # 59

Please explain how does higher management benefit from payroll reports?

**Answer:-**

It shows them where the company is financially, as well it shows them labor costs, and gives them the numbers to work with in analyzing company policies and procedures.

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### Question # 60

Explain me a difficult situation at work and how you diffused it?

**Answer:-**

One difficult situation that happened was managing conflict. How that was dealt with is that the situation was presented before all the individuals and a resolution was



brought in to play the handle the matter at hand.

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### Question # 61

Explain me a typical payroll day from your past experiences?

#### Answer:-

Get all time sheets or computer records, compare to the office records, imput all the information to the payroll program, look and double check the information that has been given.

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### Question # 62

Tell me what processes do you use to evaluate financial risk?

#### Answer:-

By asking this, the employer wants to ensure that you have the kind of in-depth expertise necessary to rationalise performance and mitigate risk. You should demonstrate your ability to find common themes and build them into actionable business targets within your answer, showcasing your use of a comprehensive process that covers all touch points.

This question is less about numbers and more about explanations, and you should spend time walking the interviewer through how you would ordinarily define objectives, identify risks and opportunities, define actions, allocate resources, address risks and monitor and report on activity. You should also use examples of how you have suggested best practice and advised next steps, as the employer will ultimately want to know that you have the aptitude to provide a strategic business partnership.

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