

# Secretary Accountant Interview Questions And Answers Guide.



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# Secretary Accountant Job Interview Preparation Guide.

## Question # 1

Why Do You Want to Be a Secretary Accountant?

### Answer:-

This fairly standard interview question is a typical warm-up, since it's an opening that breaks the ice and allows the hiring manager to get to know you better. That doesn't mean, however, that it's a throwaway question. You should answer thoughtfully by giving examples of things that happened in your life that led you to the accounting field. Were you the fifth grade class treasurer? Did you save for months to buy your first car? Whatever the scenario, give the interviewer some background about yourself and your studies.

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## Question # 2

Which accounting applications are you familiar with?

### Answer:-

Discuss the applications you have worked with. Focus on how you implemented the application, the steps taken during the conversion and integration of the accounting system and the training of staff to use the application. Highlight your familiarity with the application by discussing what specifically you used it for.

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## Question # 3

Describe the advantages and disadvantages of the different accounting packages you have used?

### Answer:-

Focus on how the packages supported and simplified company specific processes, and how they met your exact business requirements. Display your knowledge of how the packages differ in areas such as price, complexity and functionality.

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## Question # 4

Give me examples of the accounting reports that you have prepared?

### Answer:-

Demonstrate your experience in maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements and reporting. Discuss your ability to meet tight deadlines and undertake a multitude of accounting activities. Show your understanding of generally accepted and statutory accounting principles.

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## Question # 5

Knowledge requirements based Secretary Accountant Interview Tips:

### Answer:-

The knowledge requirements will vary depending on the employer, the scope and level of the accounting job but typically include:

- \* accounting principles and practices
- \* analysis and reporting of financial data
- \* auditing principles and practices
- \* management accounts
- \* budgets
- \* accounting software applications
- \* application of relevant laws, codes and regulations

Accountant interview questions around the knowledge requirements are generally answered by reviewing your resume or CV as they refer directly to your qualifications, your training and your work task experience.

Expect interview questions such as:

"How have you implemented the recent tax changes in your company?"

"Detail your experience in preparing management accounts."

"Explain the different accounting packages you are familiar with and tell me which best met your needs."



## Secretary Accountant Interview Questions And Answers

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### **Question # 6**

What do you consider to be the biggest challenge facing accounting profession today?

#### **Answer:-**

A sample answer to accounting interview questions like this is:

In response to the changing market accountancy professionals have to provide more management and consulting services, in addition to financial management. They have to assume a greater advisory role and develop more complex and flexible accounting systems.

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### **Question # 7**

Competency requirements for a Secretary Accountant:

#### **Answer:-**

The interviewer will use questions that look for evidence of accountancy-related competencies. You will be asked to provide specific examples of when you have previously demonstrated the required competency. These are called behavioral interview questions.

Select appropriate examples from your past experience and plan your answer using the following structure:

\* Describe the specific situation or task you were involved in

\* Detail the action and steps you took

\* Outline the results and outcome of your actions

Go through these accountant interview questions that explore the core competencies required for successful job performance. Use the answer guidelines to help you prepare your own excellent answers.

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### **Question # 8**

Do You Possess Any Knowledge of Accounting Standards?

#### **Answer:-**

Even if you've never had a job in the field before, you should be prepared to answer this question with some knowledge of international accounting standards (IAS). While there are so many facets of IAS that it would be possible to be up to speed on all of them, prior to an interview you should do some research on the most recent changes to these standards and be prepared to discuss.

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### **Question # 9**

Planning and Organizing of a Secretary Accountant:

#### **Answer:-**

"Tell me about a time you handled a complex financial project with a tight deadline that required precise data collection and analysis."

"Give me an example of how you keep track of things requiring your attention."

"What work objectives did you set for this year and what steps have you taken to ensure you will achieve them?"

In your answer show how you are able to develop specific objectives and plan and prioritize systematically to accomplish these objectives within set time frames. This includes scheduling, identifying and allocating resources and the use of appropriate organizational tools.

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### **Question # 10**

Where Do You See Yourself in Five Years As A Secretary Accountant?

#### **Answer:-**

A common question in all industries, this question gives you the chance to show off your foresight and ambition. Your answer should be both modest and truthful, highlighting the things that you hope to learn from a position with the organization you're interviewing with while displaying a solid plan for your short term career trajectory.

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### **Question # 11**

Information and Task Monitoring of Secretary Accountant:

#### **Answer:-**

"How have you monitored the regulations that affect your accounting position?"

"How have you monitored the performance of your team?"

"Describe the systems you have in place for keeping track of assignments given to staff members."

In your answer discuss how you have set up effective procedures for information collection and review. Describe how you monitor projects and check the progress of delegated tasks.

Accountant interview questions will also focus on your ability to analyze and assess problems.

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### **Question # 12**

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

#### **Answer:-**

This is another fairly basic inquiry. Candidates with some accounting training or experience should have no trouble answering it. As with question one, how the applicant replies may show you he or she is under- or overqualified for a junior-level position.

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### Question # 13

Problem Analysis and Assessment of a Secretary Accountant:

#### Answer:-

"Describe a recent tough financial analysis problem you faced on the job."

"Take me through your latest budget preparation."

"How have you managed potential payment problems with your customers?"

In your answer show how you are able to identify key issues and detect problems from relevant information, include your ability to break down and organize information to recognize cause and effect relationships.

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### Question # 14

What are two or three types of special journals?

#### Answer:-

While still a fairly basic question, you may tailor your follow-up queries according to the specifics of your business or to the candidate's work history. Or, as a skill test, you could present a few journal samples and ask the applicant to explain them. The way the applicant responds will show the skill level in identifying mistakes or omissions.

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### Question # 15

Judgment and Decision-Making power of Secretary Accountant:

#### Answer:-

"What has been the most significant decision you made at work this year?"

"Tell me how you reacted when someone else's errors were impacting negatively on your job."

"Describe a situation in which you received instructions with which you disagreed."

In your answer discuss how you are able to determine an appropriate and effective course of action based on factual information, accurate assessment of organizational resources and consideration of the alternatives. Describe how you communicate your decision to others.

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### Question # 16

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 bookkeepers 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 # 17

Attention to Detail and Accuracy for Secretary Accountant:

#### Answer:-

"How do you control errors in your work?"

"Give me an example of when you were not happy with the details of an established procedure and what you did about it."

"Describe the criteria you use for evaluating the reliability of the financial information you receive."

In your answer demonstrate your willingness to pay attention to all aspects of the job, no matter how small, to check outputs for accuracy and reliability. Show how you set high performance standards for yourself and others.

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### Question # 18

What is your experience with developing business metrics?

#### Answer:-

Though somewhat general, this interview question can elicit answers 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 # 19

Interpersonal Communication of Secretary Accountant:

#### Answer:-

"Give me an example of when you had to explain a complex process to staff members."

"Tell me about a time you had to communicate an organizational change to your team."

"Describe a time that you had to present financial data to non-financial staff."

In your answer demonstrate your ability to clearly and effectively give information to individuals or a group, how you are able to adjust your communication style to suit your audience and simplify complex information to enable understanding.

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### Question # 20

What challenges have you faced in leading a team through an analysis project?

**Answer:-**

We've left this last question, designed for probing leadership skills, somewhat general. It is another interview question you can modify to better explore the particularities of your opening or a candidate's background. As with question nine, the applicant's reply will reveal the level of critical thinking skills and elicit a better picture of his or her leadership techniques.

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**Question # 21**

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

**Answer:-**

Use this as a starting point to explore a candidate's knowledge of ledgers. Observe the candidate's initial reaction and use it as a leaping off point for further discussion of skills related to the opening you are trying to fill. Expect the response to reveal the extent to which the candidate has thought through how accounts relate to lines of business and generally accepted accounting principles.

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**Question # 22**

Motivation of Secretary Accountant:

**Answer:-**

Accountant interview questions will include an exploration of your motivation to be in this job. Be prepared to answer questions along the lines of:

"What motivated you to establish a career in accountancy?"

"What do you regard as the biggest challenges and opportunities facing the accounting profession today?"

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**Question # 23**

Why did you select accounting as your profession?

**Answer:-**

Well, I was quite good in accounting throughout but in my masters, when I got distinction I decided to adopt this field as a profession.

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**Question # 24**

Describe me any accounting process that you have developed or revised?

**Answer:-**

Highlight how you have monitored and analyzed work processes to develop more efficient procedures and use of resources while still maintaining accurate and quality work outputs.

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**Question # 25**

Did you use accounting applications at your previous companies or prefer working manually?

**Answer:-**

Yes, I have used Advanced Business Solutions and AME Accounting Software in my previous jobs.

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**Question # 26**

How Do You Minimize the Risk for Errors in Your Work?

**Answer:-**

As an accountant, you'll be held to a very high standard of excellence, especially since even the smallest errors can lead to big financial issues. In response to this question, it's important to discuss the importance of checking your work several times and establishing a system of checks and balances. It also helps to give an example of a time that you caught an error through double checking or another method.

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**Question # 27**

Which accounting application you prefer most and why?

**Answer:-**

I think all are good though but Microsoft Accounting Professional is best because it offers reliable and fast processing of accounting transactions that saves time and increases proficiency.

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**Question # 28**

Describe a Time When You've Helped Reduce Costs?

**Answer:-**

This can be a challenging question, especially if you've never held an accounting job before. While some accountants strictly do their jobs, others go above and beyond by making suggestions to management and identifying areas where money can be saved. By describing a scenario from your coursework or an internship, you can show the hiring manager that you're willing to go beyond and be a team player.

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### Question # 29

How many types of business transactions are there in accounting?

#### Answer:-

There are two types of transactions in accounting i.e. revenue and capital.

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### Question # 30

What is the difference between accounts receivable (AR) and accounts payable (AP)?

#### Answer:-

This is an elementary question. Use it to assess the general accounting knowledge of entry-level candidates for bookkeeping or accounting clerk openings. Verbal and non-verbal responses will reveal whether the applicant understands accounting fundamentals.

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### Question # 31

Have you ever heard about TDS, what it is?

#### Answer:-

Yes, TDS abbreviates Tax Deduction at Source.

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### Question # 32

What methods have you used for estimating bad debt?

#### Answer:-

This question can open a conversation about the ways the applicant has approached this routine process with previous employers. This line of inquiry allows recent grads to apply theoretical knowledge in venturing educated guesses. The applicant's answer will reveal the level of understanding of the methods most commonly used and could open a dialogue about how your company handles this.

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### Question # 33

Do you have any idea about Service Tax or Excise?

#### Answer:-

It is a kind of hidden tax that is included in the service provided by the service provider and paid by the service receiver.

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### Question # 34

Which enterprise resource planning (ERP) systems have you used?

#### Answer:-

Most professionals, especially those with experience working for medium to large organizations, 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. For example, ask which ERP systems they would like to master. Discussion of these tools, how the applicant learned them and what applications your company uses will reveal how much, if any, training the applicant might need if hired.

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### Question # 35

What is tally accounting?

#### Answer:-

It is the software used for accounting in small business and shops for managing routine accounting transactions.

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### Question # 36

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 situational interview techniques, a tactic useful in gauging an applicant's ability to think through a scenario like one that might be faced in a more senior finance role. The applicant's response will show you if the approach is in alignment with that of your existing team, which will also indicate if this candidate is a good fit for your organization's culture.

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### Question # 37

Define fictitious assets?

#### Answer:-

These are the assets that cannot be shown or touch. Fictitious assets can only be felt such as good will, rights etc.

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### Question # 38

Tell me What Do You Think of Your Previous Boss?

#### Answer:-

My last boss taught me the importance of time management - he didn't pull any punches, and was extremely deadline-driven. His no-nonsense attitude pushed me to work harder, and to meet deadlines I never even thought were possible.

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### Question # 39

In accounting, how do you define premises?

#### Answer:-

Premises refer to fixed assets that are shown in the balance sheet.

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### Question # 40

Tell us Why Are You Leaving Your Current Role?

#### Answer:-

I've learned a lot from my current role, but now I'm looking for a new challenge, to broaden my horizons and to gain a new skill-set - all of which, I see the potential for in this job.

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### Question # 41

Do you possess any knowledge about accounting standards?

#### Answer:-

Yes, as per my knowledge there are total 33 accounting standards published so far by ICAI. The purpose of these standards is to implement same policies and practices in any country.

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### Question # 42

Do you have any professional experience of this field?

#### Answer:-

Yes, I have worked as an accountant at two different places.

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### Question # 43

Can you name any other accounting application?

#### Answer:-

Yes, I am familiar with CGram Software, Financial Force, Microsoft Accounting Professional, Microsoft Dynamics AX and Microsoft Small Business Financials.

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### Question # 44

Define Executive accounting?

#### Answer:-

It is a type of accounting that is specifically designed for the business that offers services to users.

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### Question # 45

What is the abbreviation for the accounting terms debit and credit?

#### Answer:-

Debit abbreviation is "dr" and credit abbreviation is "cr".

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### Question # 46

What is a CPA?

#### Answer:-

CPA stands for Certified Public Accountant. To become a CPA, one should have to do many other qualifications as well. It is a qualification with 150 hour requirement; it means that one should complete 150 credit hours at any accredited university.

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### Question # 47

Tell me what is balance sheet?

#### Answer:-



It is a statement that states all the liabilities and assets of the company at certain point.

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### Question # 48

Differentiate Public and Private Accounting?

**Answer:-**

Public accounting is a type of accounting that is done by one company for another company. Private accounting is done for your own company.

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### Question # 49

In balance sheet, where do you show TDS?

**Answer:-**

It is shown on the assets section, right after the head current asset.

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### Question # 50

Do you think Accounting Standards are mandatory and why?

**Answer:-**

Yes, I do believe that accounting standards play a very important role to prepare good quality and accurate financial reports. It ensures reliability and relevance in financial reports.

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### Question # 51

Do you think there is any difference between inactive and dormant accounts?

**Answer:-**

Yes, both are different terms in accounting. Inactive accounts means that accounts have been closed and will not be used in future as well. While, dormant accounts are those that are not functional today but may be used in future.

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### Question # 52

Differentiate Accounting and Auditing?

**Answer:-**

Accounting is all about recording daily business activities while auditing is the checking that whether all these events have been noted down correctly or not.

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### Question # 53

How can you define departmental accounting?

**Answer:-**

It is a type of accounting in which separate account is created for departments. It is managed separately as well as shown independently in the balance sheet.

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### Question # 54

What do we mean by purchase return in accounting?

**Answer:-**

It is the term introduced in the records for every defective or unsatisfactory good returned back to its supplier.

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### Question # 55

By saying, perpetual or periodic inventory system; what do we mean?

**Answer:-**

In the first one i.e. the perpetual inventory system, the accounts are adjusted on continual basis. In the periodic inventory system, the accounts are adjusted periodically.

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### Question # 56

Have you ever prepared MIS reports and what are these?

**Answer:-**

Yes, I have prepared few MIS reports during my previous jobs. MIS reports are created to identify the efficiency of any department of a company.

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### Question # 57





In accounting, VAT abbreviates what?

**Answer:-**

VAT means Value Added Tax.

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**Question # 58**

Define company's payable cycle?

**Answer:-**

It is the time required by the company to pay all its account payables.

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**Question # 59**

What is ICAI?

**Answer:-**

It is the abbreviation of Institute of Chartered Accountants in India.

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**Question # 60**

Define bills receivable?

**Answer:-**

All types of exchange bills, bonds and other securities owned by a merchant that is payable to him are said as bills receivable.

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**Question # 61**

How can you explain the basic accounting equation?

**Answer:-**

We know that accounting is all about assets, liabilities and capital. Therefore, the accounting equation is:  
 $Assets = Liabilities + Owners Equity.$

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**Question # 62**

Differentiate between consignor and consignee?

**Answer:-**

Consigner is the owner of the goods or you can say he is the person who delivers the goods to the consignee. The consignee is the person who receives the goods.

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**Question # 63**

Define Public accounting?

**Answer:-**

Public accounting offers audits and CPAs to review company financial records to ensure accountability. It is for general public.

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**Question # 64**

How much statistics knowledge is necessary or required in accounting?

**Answer:-**

You must be very good at statistics if you want to do well in accounting. Otherwise, with minimum knowledge you cannot manage your day to day transactions effectively in accounting.

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**Question # 65**

What do you think is bank reconciliation statement?

**Answer:-**

A reconciliation statement is prepared when the passbook balance differs from the cashbook balance.

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**Question # 66**

Define Marginal Cost?

**Answer:-**

Suppose you have to produce an additional unit of output. The estimated cost of additional inputs to produce that output is actually the marginal cost.

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### Question # 67

What is project implementation?

#### Answer:-

Project implementation involves six steps in total such as:

- \* Identify Need
- \* Generate and Screen Ideas
- \* Conduct Feasible Study
- \* Develop the Project
- \* Implement the Project
- \* Control the Project

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### Question # 68

Differentiate between provision and reserve?

#### Answer:-

Provisions are the liabilities or the anticipated items such as depreciation. You can say provisions are expenses. Reserves are the profits of any company and a part of that profit is placed back to the business to keep it sustainable in tough times of a company.

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### Question # 69

Can you name different branches of accounting?

#### Answer:-

There are three branches of accounting named as "Financial Accounting", "Management Accounting" and "Cost Accounting".

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### Question # 70

Define overhead in terms of accounting?

#### Answer:-

It is the indirect expenditure of a company such as salaries, rent dues etc.

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### Question # 71

Define dual aspect term in accounting?

#### Answer:-

As the name implies, the dual aspect concept states that every transaction has two sides. For example, when you buy something, you give the cash and get the thing. Similarly, when you sell something, you lose the thing and get the money. So this getting and losing is basically two aspects of every transaction.

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### Question # 72

Do you know what is fair value accounting?

#### Answer:-

As per fair value accounting, a company has to show the value of all of its assets in terms of price on balance sheet on which that asset can be sold.

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### Question # 73

Define the term material facts in accounting?

#### Answer:-

Material facts are the bills or any document that becomes the base of every account book. It means that all those documents, on which account book is prepared, are called material facts.

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### Question # 74

Define Scrap value in accounting?

#### Answer:-

It is the residual value of an asset. The residual value is the value that any asset holds after its estimated life time.

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### Question # 75

Define trade bills?

#### Answer:-

We know that all types of transactions need to be documented. The trade bills are the documents, generated against each transaction.

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### Question # 76

In your current or former position, what were your long and short term goals?

#### Answer:-

My long term goals were to attain the experience in the work field and create strong network and my short term goals were get my things work done.

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### Question # 77

Second secretary accountant interview question:

#### Answer:-

- Describe all the skills you have as a City secretary?
- What will you do to enrich the experience which you are lack of?
- Tell me the qualifications as well as skills you think necessary for a City secretary?
- Tell me some of your projects which you involved?
- Tell me the most difficult decision you have ever made?
- Are there any of your friends or relatives who are working as a City secretary in this company?
- Tell me your expected salary and promotions if you are offered this position?

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### Question # 78

Sample Secretary Accountant Interview Questions:

#### Answer:-

- \* Tell me about your previous work experience as accounting clerk.
- \* What were your primary responsibilities?
- \* How many people did you support?
- \* What were the most challenging aspects of your work?
- \* What type of software programs are you familiar with using?
- \* How did you maintain confidentiality when managing information?
- \* Tell me about a complex project you were tasked with completing under deadline.
- \* How did you add value to your role as accounting clerk?
- \* Tell me about your computer skills.
- \* Talk about your math skills.
- \* What have you done at your present/last company to increase revenues, reduce costs, or save time?
- \* What have you done recently to become a better accounting clerk?
- \* What makes you a great fit for this position?
- \* What type of schedule are you looking to work?
- \* Would you be available to work extra hours if needed?

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### Question # 79

Technical skills based secretary accountant interview question:

#### Answer:-

- Tell me the position you want to work in when focusing on a task?
- Tell me the popular mistakes which a City secretary often makes and tell me the solution to deal with them?
- Do you think that this job is lower than your level?
- Describe the methods/techniques you often used when you worked as a City secretary? Tell me how you performed them?
- Which type of work would you prefer, individual or team?
- Tell me how did you do to apply ISO 9001 to your City secretary job?
- Tell me your questions if you have any?

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### Question # 80

Accounting secretary interview questions:

#### Answer:-

- \* Tell me about yourself?
- \* Why did you leave your last job?
- \* What are your career goals for Accounting secretary?
- \* What is your greatest weakness?
- \* What kind of salary are you looking for Accounting secretary?
- \* Why do you think you would do well Accounting secretary?
- \* What motivates you to do your best on the Accounting secretary?
- \* How would you know you were successful on this Accounting secretary?
- \* Do you think you are overqualified for Accounting secretary?
- \* What have you learned from your past jobs that related to Accounting secretary?
- \* Where would you like to be in 3 years? 5 years?
- \* What made you choose to apply to Accounting secretary?

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### Question # 81

Define depreciation and its types?

#### Answer:-



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By depreciation we mean that a value of an asset is decreasing as it is in use. It has two types such as "Straight Line Method" and "Written Down Value Method".

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### Question # 82

Phone interview for accountant secretary:

#### Answer:-

- Could you please let me know more about yourself?
- Do you have any teamwork experience as a City secretary?
- What was your feeling if you had to work with a person who is worse than you?
- Tell me the key tasks of a City secretary?
- Tell me the thing you dislike in your last job?
- Tell me your weakness?
- Tell me your key strengths?

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### Question # 83

Can you please describe a typical work week for you?

#### 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 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 # 84

Do you know What is retail banking?

#### Answer:-

It is a type of banking that involves a retail client. These clients are the normal people and not any organizational customers.

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### Question # 85

Do you have any questions for me regarding Secretary Accountant?

#### Answer:-

Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive? and What type of projects will I be able to assist on? Are examples.

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### Question # 86

How much mathematics knowledge is necessary or required in accounting?

#### Answer:-

Not much knowledge but basic mathematical background is required in accounting for operations like addition, subtraction, multiplication and division.

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### Question # 87

Are you computer literate?

#### Answer:-

Specify computer applications you are proficient with (Microsoft Office, Adobe, PowerPoint, Linux, Notepad), specific experience working in a computerized environment, and any projects you might have done using computers (presentations, etc.). Typing speed is also relevant.

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### Question # 88

Define balancing in accounting?

#### Answer:-

Balancing means to equate both sides of the T-account i.e. the debit and credit sides of a T-account must be equal/balanced.

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### Question # 89

Would you describe yourself as a responsible person and employee?

#### Answer:-

Talk about experience doing tasks which required responsibility, such as problem solving, research, and tracking documentation problems and discrepancies.



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### Question # 90

Define Partitioning in accounting?

**Answer:-**

It is a kind of groups made on the basis of same responses by a system.

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### Question # 91

What made you apply for this Secretary Accountant job?

**Answer:-**

Use the information you gathered from your background research to prepare for this interview question, this way you will stand out from the other candidates for the secretarial vacancy. Find something specific about the company and position that attracts you.

Look at the company mission, vision and successes and at the responsibilities and activities involved in the job itself.

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### Question # 92

Do you know what is Offset accounting?

**Answer:-**

Offset accounting is one that decreases the net amount of another account to create a net balance.

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### Question # 93

What qualities do you consider the most important in a Secretarial or Administrative Professional job?

**Answer:-**

Secretaries today are increasingly taking on the roles of information and communication managers. Secretary interview questions will explore key qualities that include planning and organizing ability, oral and written communication skills, initiative, confidentiality, adaptability, integrity, reliability, accuracy and attention to detail.

Look at the key tasks of the position in the job posting and see which qualities would be essential for performing these tasks - for example if "scheduling" is a key activity then the secretary would need to be organized and able to plan and prioritize effectively.

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### Question # 94

What have you done to improve your knowledge in last year?

**Answer:-**

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

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### Question # 95

What did you like best about your last secretary job and what did you enjoy least?

**Answer:-**

The interviewer is trying to assess your fit with the job so try and make your answers relevant to the requirements of the position. Appropriate general answers about what you enjoyed can include meeting new challenges, dealing with diverse people, learning new skills, meeting daily and weekly goals.

Your dislikes should not relate to the characteristics of the job you are interviewing for.

Also avoid dislikes that relate to working conditions such as overtime, office environment and pay. Criticism of your manager or colleagues raises red flags about your interpersonal skills. Keep it general and rather refer to the absence of something in your previous job such as insufficient challenge or not enough work to keep you busy.

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### Question # 96

What experience do you have as Secretary Accountant?

**Answer:-**

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

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### Question # 97

As a Secretary Accountant, highlight your strengths and your weaknesses?

**Answer:-**

Focus on three or four strengths that refer directly to the secretarial job requirements. Potential examples include organizing and planning, adaptability, information management, attention to detail, problem-solving, reliability, initiative, discretion, multi-tasking, prioritizing, good judgment and communication and interpersonal skills. Back up your answer with specific examples that demonstrates your strength in the work context.

It is best to refer to one or two true weaknesses and then to detail the steps you have taken to try to overcome the weakness.



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### **Question # 98**

Please introduce yourself. What are your general qualifications for the job?

#### **Answer:-**

Review your employment experience. Try mentioning qualifications which are probably the most vital: numeric agility, ability to use computers and calculators, typing skills, ability to maintain files and records with impeccable attention to detail, etc. Mentioning people skills can also help, even if you think the job will be all backroom.

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### **Question # 99**

Please tell me how you would be an asset to this organization?

#### **Answer:-**

You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship.

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### **Question # 100**

Do you think you can provide the highest possible attention to detail as an accounting clerk in our company?

#### **Answer:-**

Answer in the affirmative and provide detail. Describe specifics of filing, record keeping, and calculating, verifying which of those require close contact with other departments. Show that you understand that typing requires maximum attention to detail.

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### **Question # 101**

What is your greatest strength as a Secretary Accountant?

#### **Answer:-**

Numerous answers are good, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude

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### **Question # 102**

Please tell us what kind of salary do you need?

#### **Answer:-**

A loaded question. 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 # 103**

Tell us what motivates you to do a good job?

#### **Answer:-**

What does motivate you will depend on your background and experience but try to make it relevant to what this position and company provides. Different motivators include challenge, increased responsibility, team involvement, interpersonal interaction, task complexity, learning opportunities and growth.

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### **Question # 104**

How effective are your communication skills?

#### **Answer:-**

Mention front desk customer service as well as regular communication with the management (representations, proposals, etc.). For example, talk about your ability to sense requirements before they are said and how you've resolved complaints effectively.

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- 2 : [Accounts Payable Frequently Asked Interview Questions and Answers Guide.](#)
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- 4 : [Cost Accounting Frequently Asked Interview Questions and Answers Guide.](#)
- 5 : [Senior Accountant Frequently Asked Interview Questions and Answers Guide.](#)
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