

ABC Company
QuickBooks for Mac Bookkeeper
Job Interview Questions

Questions listed here assume previous job experience and will need to be modified for entry-level candidates.

Questions about the applicant:

1. Describe the most complicated QuickBooks company file that you've set up or maintained. What was complicated about it?
2. When you've kept books for companies in the past, I'm sure you've had a chance to make suggestions for improvements to the owner. Which suggestion are you proudest of, and did it save the company money or time?
3. What is the toughest deadline you've ever faced? Tell me about it.
4. What is ROI, and is it important?
5. Do you prefer working alone or with a team? Why?
6. How long have you worked on Macs, and did you switch from using PCs?
7. Describe a time you've run into a computer glitch. How did you work around it?
8. What is your favorite mundane task to do (out of filing, faxing, shredding, copying, etc.) and why?
9. Describe a time you've had to change course quickly.
10. Which Mac email client do you use?
11. Would you consider yourself people-oriented, numbers-oriented, or task-oriented?
12. Describe the most challenging customer you've ever had to deal with and what you did.
13. Describe your experience working with outside CPAs or QuickBooks consultants.

Questions about QuickBooks

14. What types of companies have you set up QuickBooks files from scratch? (Industry, size)
15. Can QuickBooks for Mac handle time tracking? If so, how do you get started?

16. If our tax deposits are out of balance, what do we need to do in QuickBooks?
17. What is a 1099 vendor and what should you do in QuickBooks?
18. What do you do if a customer pays the wrong amount on the invoice?
19. Which invoice type is best for our company?
20. Does QuickBooks handle backorders? If so, how do you get started?
21. Have you ever taken a physical inventory? What type of product was it? What should you do in QuickBooks once you're finished?
22. What paperwork do you need to collect from a new hire?
23. You receive a bill. What happens next?
24. What is the most complicated journal entry you've ever made in QuickBooks?
25. Walk me through what needs to be done with a bank account on a monthly basis.
26. What is the most complicated invoicing process you've ever done?
27. What QuickBooks memorized report have you created that you are most proud of?
28. What is the toughest reconciliation you've ever done?
29. What experience do you have using iCal, MobileMe, AddressBook, or one of the other Mac OS X tools that integrate with QuickBooks?
30. Describe a time when you've needed to transfer data from QuickBooks for Mac to a PC user or vice versa.
31. How would you keep sales separated by location if the company had three different offices?

Add any further work history questions that are specific to the resume. Also add any QuickBooks questions that are specific to the job opening that are not reflected here.

Questions about the Future

32. What do you do to stay informed about changes in the QuickBooks software?
33. What do you do to discover new tips about QuickBooks?

34. What is the most interesting accounting duty you've ever had?
35. Based on what you know about our company, what skills do you have that would benefit us the most?
36. Why should I hire you over other applicants I might be interviewing?
37. Coming into this job, what do you anticipate to be your biggest weakness?
38. What are you passionate about?
39. If you had unlimited resources and a full year with nothing to do, what change would you make in the way the world works today?
40. When you take a look at where you were job-wise three years ago, where you are now, and where you want to be in three years, what is the one biggest thing will you have to work on to get there?
41. What question have I not asked that you wish I had?

Add your other company-specific questions.