**ACCOUNTING QUESTIONS**

1. Do you have experience working with Financial Management Systems?
2. Do you have experience in accounts payable including preparing expense report and vendor payments?
3. Do you have experience working with the management and reconciliation of budgets?
4. In your current role, do you have experience processing payroll for employees including timekeeping and entry?
5. Do you have a minimum of 2 years of experience performing the duties of this job?
6. Do you possess working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)?
7. Do you have experience processing Journal entries?
8. How will your current and past experience translate to this position? How do you anticipate applying your skills and abilities to this position?
9. Please specifically discuss your experience with Grants, i.e., assisting faculty with proposals and budget development & justification reconciliation to budget; monitoring and tracking grants throughout the project and grant closeouts.
10. The person holding this position will be responsible for providing service to faculty with research grants while abiding by the rules established by the university and federal funding agencies. Which one of these responsibilities is more important?
11. Describe your organizational skills and how you manage multiple priorities. For example, what tools do you use to ensure you stay on top of pending tasks?
12. Describe your experience with reconciling accounts. For example, have you reconciled to a master General Ledger? What processes have you used to ensure your account balances are on target and accounts do not get overdrawn?