

ACCOUNTING MANAGER APPLICANT QUESTIONS

First and Last Name:

Thank you for your interest in joining our team! To help us better understand your qualifications and experience, please complete the following questionnaire and submit this with your online application. Your responses will provide valuable insights into your skills and expertise in key areas related to this role. Please select the option that best reflects your experience for each question, and feel free to provide additional details if necessary. Your candid and accurate answers will assist us in assessing how your strengths align with the responsibilities of the position.

1. How would you rate your experience with general ledger management, bank reconciliation, and supporting CPA reviews for annual audits?
 - Independently manage general ledger, regularly reconcile bank accounts, and have led CPA audit preparations.
 - Have worked on general ledger and bank reconciliation tasks with some involvement in audits but not independently.
 - Have theoretical knowledge of these tasks but limited or no professional exposure.

2. Describe your proficiency in processing vendor invoices, managing payment schedules, and maintaining vendor relationships.
 - Handle large volumes of accounts payable independently, maintaining strong vendor relationships and accurate records.
 - Capable of processing accounts payable with occasional support on complex tasks.
 - Basic understanding of accounts payable and vendor communication but require training.

3. How familiar are you with payroll systems, including processing bi-weekly payroll, managing direct deposits, and ensuring tax compliance?
- Have consistently managed payroll, direct deposits, and tax filings, ensuring accuracy and compliance.
 - Have assisted with payroll tasks but not independently handled tax compliance or complex payroll systems.
 - Limited exposure to payroll tasks but willing to learn.
4. How familiar are you with prevailing wage laws and generating certified payroll reports for compliance?
- Have handled certified payroll reports and ensured compliance for multiple projects.
 - Have some experience with prevailing wage compliance but require additional training.
 - Limited or no exposure to prevailing wage compliance tasks.
5. How would you rate your ability to prepare project invoices, create billing reports, and communicate financial statuses to project managers?
- Regularly create detailed invoices and reports and effectively communicate with stakeholders.
 - Able to manage invoicing and reporting with occasional support.
 - Basic understanding of invoicing processes but need training.