

“TOP 50”

INTERVIEW QUESTIONS

CONTROLLER

1. What have been some of the biggest mistakes you have seen companies make from a controller standpoint?
2. Do you have a CPA?
3. What type of financial accounting software and technologies are you familiar with?
4. What type of documentation systems do you like to see in a company?
5. What process do you use when auditing financial reports?
6. Have you had experience in developing strategic long term financial plans?
7. What is the role of a Controller?
8. What has been your biggest challenge as a Controller?
9. What has been your biggest accomplishment as a Controller?
10. How would you describe your management style?

For additional questions go to: www.DirectSalesExperts.com



CRAIG A. FLEMING
FOUNDER AND CEO

ABOUT DIRECT SALES EXPERTS INC.

Direct Sales Experts is a global Executive Search Firm that specializes in “Leadership Identification”. Their focus is the Direct Sales, Network Marketing, MLM, Party Plan and Social Selling channels. At Direct Sales Experts they have spent a lifetime building relationships with the channel’s strongest leaders. By utilizing a network of 50,000 executives, their focus when working for you is to identify, interview, qualify and deliver quickly high performing proven leaders to help grow your business. Many of the world’s leading Direct Sales Organizations seek advice and council on Executive Recruiting, leadership development and succession planning.



DirectSalesExperts.Com | 407.489.3351 | Craig@DirectSalesExperts.com

Name of Candidate: _____

Date: _____ Time: _____ Interviewer: _____

ANSWERS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

COMPANY PRIORITIES:

Check the Box Yes or No if the person fits in the organization and then rank 1-10 with 10 being a perfect fit.

	Fit Y/N	Ranking 1-10	Thoughts
Culture	_____	_____	_____
Leadership	_____	_____	_____
Skill Sets	_____	_____	_____
Articulation	_____	_____	_____
Team Player	_____	_____	_____
Management Style	_____	_____	_____
Attitude	_____	_____	_____
Enthusiasm	_____	_____	_____
Charisma	_____	_____	_____
Appearance	_____	_____	_____
Vision	_____	_____	_____
Mission	_____	_____	_____
Strategic Thinking	_____	_____	_____
	_____	_____	_____
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	_____	_____	_____
TOTALS	_____	_____	_____

INTERVIEWER FINAL THOUGHTS: _____

TOP

INTERVIEW QUESTIONS

CONTROLLER

11. How large a team have you managed?

12. How have you helped to reduce expenses in a company?

13. How have you maintained accuracy in your accounting processes?

14. In establishing internal controls how have you helped define those?

15. What experience have you had with ERP software?

16. Describe your experience with full-cycle accounting?

17. Have you had experience with executives providing false information? How have you handled that?

18. Have you had experience in dealing with vendor agreements?

19. What type of checks and balances have you established with your team to insure accuracy?

20. Describe the type of culture that you best thrive in?

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- 11 _____
- 12 _____
- 13 _____
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- 15 _____
- 16 _____
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- 20 _____

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21. What is your management style?

22. What is your leadership style?

23. What 3 words would best describe you?

24. How have you stayed abreast of the latest trends in your profession?

25. Have you experienced an IRS audit?

26. Have you worked with an outside audit team?

27. Have you had experience in presenting to a Board of Directors?

28. What type of invoice control system have you implemented?

29. Have you had experience in establishing written policies and procedures for your department?

30. What type of audit trail do you like to establish within a company?

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- 21 _____
- 22 _____
- 23 _____
- 24 _____
- 25 _____
- 26 _____
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- 29 _____
- 30 _____

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31. What parts of being a controller do you enjoy most?

32. What qualities and characteristics do you look for in hiring team members?

33. What interests you most about our opportunity?

34. What has been your most challenging project?

35. What would be your goals for the first 30,60 and 90 days as our controller?

36. Have you had experience with compliance in any of your previous positions?

37. Have you had experience in working within a publicly traded company?

38. What is the difference between GAAP and IFRS principles?

39. What type of expense review process have you developed?

40. How do you best motivate your team?

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- 31 _____
- 32 _____
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- 34 _____
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- 39 _____
- 40 _____

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41. How have you helped to increase revenues?

42. How have you helped a non-financial executive understand your financials.

43. How have you set goals with your team?

44. How would your current boss describe you?

45. Have you ever been fired?

46. What type of personal development have you been involved in?

47. What are your 3 most recent read books?

48. How have you promoted team work within your department?

49. How soon would you be available?

50. Are you under any non-compete agreements?

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- 41 _____
- 42 _____
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