

# 102 Accounts Payable Interview Questions to Hire Top Talent

## Questions

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1. What do you know about the accounts payable process?
2. Can you explain the difference between a debit and a credit in simple terms?
3. What is a purchase order, and why is it important?
4. How would you handle a situation where an invoice has a discrepancy?
5. What are some qualities you possess that would make you a good fit for an accounts payable role?
6. Describe your experience with data entry and attention to detail.
7. What is the importance of maintaining accurate records in accounts payable?
8. How do you ensure you meet deadlines when processing invoices?
9. What is your understanding of the term 'three-way match'?
10. How comfortable are you with using computers and basic software like Microsoft Excel?
11. Imagine you receive an invoice without a purchase order. What steps would you take?
12. Why are you interested in starting your career in accounts payable?
13. What is your understanding of vendor relationships, and why are they important?
14. Tell me about a time you had to solve a problem. What did you do?
15. What are some potential consequences of errors in accounts payable?
16. How would you describe your organizational skills?
17. What do you know about invoice approval workflows?
18. Have you ever worked with an accounting software? If so, which ones?
19. What is the purpose of a credit memo?
20. How would you handle a situation where you accidentally made a duplicate payment?
21. Describe a situation where you had to handle a large volume of work. How did you manage it?
22. What questions do you have for us about this accounts payable role?
23. What does 'net' mean when you see 'Net 30' on an invoice?
24. Can you describe the typical steps in the accounts payable process, from receiving an invoice to making a payment?
25. What do you understand by the term 'invoice'?
26. What is a purchase order and how does it relate to accounts payable?
27. What are some ways you would handle a situation where you receive an invoice for goods or services that were never received?
28. Have you ever used any accounting software? If so, which ones?
29. What does it mean to reconcile an account?
30. How would you describe 'debit' and 'credit' in simple terms?
31. How would you handle finding a duplicate invoice?
32. Why is it important to keep accurate records in accounts payable?
33. What is the importance of following up on outstanding invoices?
34. What is 'petty cash' and how is it used?
35. What are some qualities that you think are important for someone working in accounts payable?
36. What is your understanding of 'three-way matching'?
37. If you noticed a large discrepancy on an invoice, what steps would you take?
38. How familiar are you with data entry, and what makes you good at it?
39. What does 'accrual accounting' mean to you?
40. Why do companies use a chart of accounts?
41. What is the difference between an invoice and a bill?
42. How would you prioritize invoices for payment?
43. Describe a time you had to meet a tight deadline. How did you manage?
44. What are some potential red flags you would look for when reviewing an invoice?
45. What is the purpose of a vendor statement?
46. What are some things you can do to ensure data accuracy when processing invoices?
47. What is the difference between a debit memo and a credit memo?
48. What is your understanding of internal controls in accounts payable?
49. What is the importance of maintaining good relationships with vendors?
50. What are some ways to prevent fraud in accounts payable?
51. How do you stay organized when dealing with a large volume of invoices?
52. How would you handle a situation where a vendor is constantly sending incorrect invoices?
53. How do you handle discrepancies between a purchase order, invoice, and receiving report?
54. Describe your experience with different accounting software systems (e.g., SAP, Oracle, NetSuite).
55. Explain the three-way matching process in detail.
56. What is your approach to prioritizing invoices for payment?
57. How do you ensure compliance with company policies and procedures in Accounts Payable?
58. Describe a time when you identified and resolved a significant error in Accounts Payable.
59. How do you stay updated on changes in accounting regulations and best practices?
60. Explain your understanding of accrual accounting and its impact on Accounts Payable.
61. How do you handle rush or urgent payment requests?
62. Describe your experience with vendor communication and relationship management.
63. What are some key performance indicators (KPIs) that you track in Accounts Payable, and why are they important?
64. How do you handle employee expense reports and reimbursements?
65. Explain your experience with processing payments via different methods (e.g., ACH, wire transfer, check).
66. How do you handle debit memos and credit memos?
67. Describe your experience with month-end close processes in Accounts Payable.
68. How do you ensure data accuracy and integrity in Accounts Payable?
69. Explain your understanding of escheatment laws and unclaimed property.
70. How do you handle invoices with missing or incomplete information?
71. Describe your experience with automating Accounts Payable processes.
72. How do you handle foreign currency transactions in Accounts Payable?
73. Explain your approach to documenting and maintaining Accounts Payable records.
74. How do you reconcile vendor statements with Accounts Payable records?
75. Describe a time when you had to work under pressure to meet a tight deadline in Accounts Payable.
76. How do you investigate and resolve payment discrepancies?
77. Explain your understanding of internal controls related to Accounts Payable.
78. Describe a time you identified and resolved a significant discrepancy in vendor payments. What steps did you take?
79. How do you ensure compliance with tax regulations related to vendor payments, such as 1099 reporting?
80. Explain your experience with implementing or improving accounts payable automation systems.
81. Walk me through your process for handling invoices in foreign currencies. How do you mitigate risks associated with currency fluctuations?
82. How do you manage relationships with vendors to ensure timely invoice submission and payment?
83. Describe your experience with internal and external audits of the accounts payable function.
84. What strategies do you use to negotiate favorable payment terms with vendors?
85. How would you approach a situation where you suspect fraudulent activity within the accounts payable process?
86. Explain your understanding of GAAP principles as they relate to accounts payable.
87. How do you prioritize invoices for payment, and what factors do you consider?
88. Describe a challenging situation you faced in accounts payable and how you overcame it.
89. What methods do you use to track key performance indicators (KPIs) in accounts payable, and why are they important?
90. How do you stay up-to-date with changes in accounting regulations and best practices?
91. Explain your experience with managing a high volume of invoices.
92. How do you handle duplicate invoices or payment requests?
93. Describe your experience with setting up and maintaining vendor master data.
94. What are your strategies for improving the efficiency of the accounts payable process?
95. How do you ensure data accuracy and integrity in accounts payable records?
96. Explain your understanding of purchase order matching and its importance.
97. How do you handle disputes with vendors regarding invoice discrepancies?
98. Describe a time when you had to implement a new accounting system or software. What challenges did you face and how did you overcome them?
99. How do you ensure segregation of duties within the accounts payable department to prevent fraud?
100. What experience do you have with electronic payment methods such as ACH or wire transfers, and how do you ensure their security?