

52 Accounts Payable interview questions to ask your candidates

Questions

1. Can you explain what the accounts payable process looks like from start to finish?
2. How do you ensure the accuracy of invoices before processing them for payment?
3. What steps do you take if you notice a discrepancy between an invoice and a purchase order?
4. Can you describe your experience with accounting software? Which systems are you most comfortable using?
5. How do you prioritize multiple invoices that need to be paid at the same time?
6. What measures do you take to prevent fraud in the accounts payable process?
7. Can you explain what a three-way match is and why it's important?
8. How do you handle vendor inquiries regarding unpaid invoices?
9. What strategies do you use to manage your time effectively when dealing with high volumes of invoices?
10. How do you stay updated on changes in regulations that could impact accounts payable?
11. How would you handle a situation where a vendor's invoice doesn't match the purchase order?
12. Can you explain the concept of accrual accounting and how it applies to accounts payable?
13. What steps would you take to improve the efficiency of the accounts payable process?
14. How do you ensure compliance with tax regulations when processing vendor payments?
15. How would you handle a situation where you suspect fraudulent activity in an invoice or payment request?
16. How do you prioritize payments when cash flow is tight?
17. How do you stay updated on changes in accounting standards that affect accounts payable?
18. Can you explain the concept of segregation of duties in accounts payable and why it's important?
19. How do you handle payment terms negotiation with vendors to benefit the company?
20. Can you describe a time when you identified a cost-saving opportunity within the accounts payable process?
21. What steps would you take to resolve a recurring issue with a particular vendor's invoicing?
22. How do you manage relationships with vendors to ensure timely payments and favorable terms?
23. What are the key performance indicators (KPIs) you would track in the accounts payable department?
24. How do you ensure timely processing of invoices during peak periods?
25. Can you explain how you would handle an invoice that has a payment dispute from a vendor?
26. What strategies do you use to automate the accounts payable process?
27. How do you assess the risk associated with new vendors before approving them?
28. Can you walk us through your process for conducting a month-end close related to accounts payable?
29. What experience do you have in managing foreign currency transactions in accounts payable?
30. How would you handle a situation where a vendor mistakenly overcharges you?
31. What role does communication play in your accounts payable duties, especially with other departments?
32. How do you approach training new team members in accounts payable procedures?
33. Can you discuss a challenging accounts payable project you've worked on and how you overcame obstacles?
34. How do you handle high volumes of invoices during peak periods?
35. What steps do you take to verify vendor details before processing an invoice?
36. Can you describe a time when you had to resolve an issue with an incorrect invoice?
37. How do you ensure compliance with company policies when processing invoices?
38. What methods do you use to maintain accurate records of processed invoices?
39. How do you stay updated with changes in accounting software used for invoice processing?
40. How do you handle duplicate invoices to prevent double payments?
41. How do accrued expenses in accounts payable affect the balance sheet and income statement?
42. Can you explain the concept of 'cutoff' in accounts payable and its importance in financial reporting?
43. What key accounts payable metrics would you include in a management report and why?
44. How do you ensure proper classification of expenses in the general ledger when processing invoices?
45. Can you describe the impact of accounts payable aging on financial statements?
46. How do you handle year-end adjustments related to accounts payable?