



Bookkeeping Duties and Interview Questions

BOOKKEEPING DUTIES

Consider the following duties and who should do them.

TASK	INSOURCE	OUT-SOURCE	STOP DOING	DOING	AUTOMATE	OTHER
Reconciling each bank and credit card						
Entering bills and cutting checks						
Building client invoices and processing payments						
Account collections for past due clients						
Payroll processing and entry						
Who will be scrutinizing the work, to make sure every transaction we enter is correct?						
Sales Tax Processing						
1099 Processing and Filing						
Build reports: frequency and which ones?						
Will we have a monthly closing meeting? With whom?						
Other stakeholders? Do they need a meeting or specific reporting?						

BOOKKEEPING DUTIES & QUESTIONS

TASK	INSOURCE	OUT-SOURCE	STOP DOING	DOING	AUTOMATE	OTHER
Other features of the system? Job costing, Department costing, Inventory, Time cards, etc.						
Will we be connecting to (or also using) other tools?						
Do you have a budget for the coming year to put in the system?						
Are there any bookkeeping projects that you want to discuss and prioritize?						
Who will the bookkeeper report to/ ask questions of?						

Questions to Ask Your Outsourced Bookkeeper Candidate

Candidate Name _____ Date _____

Firm Name _____

Contact Info _____

Tell me about your experience as a bookkeeping company, and working with firms my size:

Do you work with particular software tools? Are certified in it?

INTERVIEW QUESTIONS

Have you worked in my industry before?

How does communication work with you / your company?

Will you be my bookkeeper? If not, when do I meet that person?

How long does it take you to on board with us? When can we expect to see a regular schedule?

Will you work here or remote?

What are your rates? Can we get a ballpark bid? (it's helpful to have a budget here)

Now, move through the duty checklist to discuss specifics of your business, without divulging your financials until you are comfortable. This may also help the bid. If you feel like you're comfortable early, great! That's a good fit!