

Manchester Finance Director Position

Applicant:

10/21/2022

Panel Member:

SCORE 1= lowest and 5= highest

- 1) Please tell us about your educational background and your experience thus in regards to how it fits with this position. 1 2 3 4 5

- 2) What have you done recently to further the development of your own career? 1 2 3 4 5

- 3) Discuss your experience: a) making normal routine journal entries; b) closing/helping to close the books at fiscal year-end 1 2 3 4 5

- 4) Discuss your prior experience with the audit process and how you handled any findings 1 2 3 4 5

- 5) In your current position, are there times when it is necessary to for you to delegate duties to other staff members. Tell us your method for delegation and how you ensure all tasks are accomplished 1 2 3 4 5

- 6) Tell us about your supervisory experience 1 2 3 4 5

- 7) Give an example from your past work experiences, about a time when you had an underperforming employee reporting to you or a co-worker. How did you address the situation? Did the employee's performance improve? If not, what did you do next? 1 2 3 4 5

- 8) How would you handle a situation when you need something from a department head and they are repeatedly not turning it in on time or will not provide the information needed? 1 2 3 4 5
- 9) What is your experience in relation to council meetings? Have you ever attended one? (*Looking to see if they have experience in reading public notices, roll calls, preparing agendas, presentations to boards. Feel free to follow up with specifics on these.*) 1 2 3 4 5
- 10) Tell us about a time you gave a presentation to a board. How comfortable are you with speaking in public? 1 2 3 4 5
- 11) How do you keep management, your peers and employees informed? 1 2 3 4 5
- 12) Tell us about your experience dealing with the: a) Tennessee Comptroller's office? B) Office of State and Local Finance? C) Department of Revenue? D) Department of Local Government Audit? 1 2 3 4 5
- 13) Tell us about a time you had an upset customer. How did you deal with it? 1 2 3 4 5
- 14) Discuss your familiarity with the GFOA ACFR and Budget awards programs 1 2 3 4 5
- 15) What is an MD&A? Have you prepared one? 1 2 3 4 5
- 16) Briefly describe fund accounting. How does it differ from enterprise accounting? 1 2 3 4 5

17) Have you ever participated in a bond rating call? What did you do to prepare and what were the results? 1 2 3 4 5

18) What is the Tennessee Open Records Act? Discuss your experience in dealing with it. 1 2 3 4 5

19) Tell us about a time when you had an employee who could not get along with a coworker and it was causing complaints. How did you handle it? 1 2 3 4 5

20) If you have a list of items to complete and there is no conceivable way that you will be able to finish them before the deadline, how would you handle it? (*If they say prioritize, a good follow up would be – How? Who takes precedence?*) 1 2 3 4 5