



Making sure you are prepared for an interview!

This is a guide for our you to make sure you have the pertinent information to execute an interview.

Company Name: The Career Management Platform

Address: 400 Washington Street Braintree, MA

Who you will be meeting with: Peter Kulturides

Title: CEO

LinkedIn: [linkedin.com/in/peterlk](https://www.linkedin.com/in/peterlk)

Website: www.thechartercompanies.com

Be on time! Make sure you are 15 minutes early in the lobby, do not show up earlier than that.

Interview Time! 4:30 PM arrive at 4:15 PM

Match your skills to their needs!

Make sure you can matchup your skills to what they are looking for. You need to come across confident in your delivery and do not claim to know something you do not know.

Job Description:

To provide financial, clerical and administrative services to ensure efficient, timely, and accurate cash and grant accounting and reporting.

The staff accountant will contribute to the daily accounting functions, including preparing and reviewing journal entries, reconciling general ledger accounts, and other accounting and regulatory tasks as assigned.

Your Core Responsibilities:

- Participate in daily, monthly, and annual close processes for general ledger accounts and prepare necessary journal entries.
- Complete all daily and monthly bank reconciliations timely and accurately.
- Ensure accurate and appropriate recording and analysis of assets, liabilities, funds, revenues and expenses.

Other Responsibilities:

- Coordinating email traffic for a shared inbox
- Booking journal entries
- Reconciling accounts
- Conducting variance analysis
- Assist with the preparation of monthly, quarterly and annual financial reporting
- Additional Responsibilities:
- Accepting and recording cash/checks deposited by various departments
- Receive cash/check deposits
- Proactive, positive attitude
- Willingness to learn
- Ability to build relationships

Requirements:

- Bachelor's degree in Business-related Field (i.e. Accounting, Finance, Economics)
- Intermediate skills with Microsoft Excel
- Experience and proficiency with Google Suite, including Gmail, Docs, and Calendar
- 2 years of related experience in accounting

Opening Statement:

"Thank you for taking the time to speak to meet with me today. I am very excited to learn more about this opportunity!"

General Question to ask:

1. What type of professional fit in best with this team?
2. What are the top 3-5 skills that you look for in a candidate?
3. What do you see as the most difficult part of the role?
4. Who will this position report to and what are they like to work with?
5. What is your expectation of a candidate within the first 90 days?

If you can go through the job spec and generate technical questions that will outline your skills make sure you write them down. This is a

Closing Statement:

"Thank you for taking the time to meet or speak with me today. I am very interested in the role and would love to proceed forward to the next step in the process.!"

Or

"Thank you for your time today. When I first came across this job I was interested. After having met with you I need to tell you that I am thoroughly engaged and want to pursue this opportunity."

Dress: Professional dress, have a pen and note pad to take notes, get business cards to send thank you notes

NOTE: Do not, do not send thank you e-mails from your cell phone! You need to write the thank you e-mail, and proof read it before sending it!! **THESE NOTES SHOULD NOT BE LONG!!!**

