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# Example of Account Clerk Job Description

Our company is searching for experienced candidates for the position of account clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for account clerk

* Complete final audit on travel expense reports using the Concur Travel & Expense system
* Travel arrangements – Prepare travel forms- this includes researching prices and availability for airfare, hotels, and conference information
* Assist travelers with preparation of Travel requests or Expense reports in the Concur Travel & Expense system
* Assists with payroll pre-confirm and confirm activities, such as running queries, verifying data entry, and similar tasks
* Participate in a project and perform checking of account opening documents
* Handle corporate account opening related tasks
* Support administrative works in the team
* Image documents for retention purposes
* Manipulate and enter data in various systems and databases
* Back-up for the receptionist to answer and redirect phone calls

## Qualifications for account clerk

* 1-2 years’ experience in Accounts Receivable section is preferred
* Proficiency in MS Excel and Word is necessary
* Proficiency with computer and common business software (Microsoft Excel, Outlook, and Word)
* Skills in performing detailed payroll operations including auditing payroll forms, pay calculations, reconciling errors, Skills in performing detailed auditing of pre-employment documents, , position title, position code, appropriate signatures, Skills in designing spreadsheets
* Cyma
* Excellent analytical, interpersonal, and oral/written communication skills