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# Example of Account Clerk Job Description

Our growing company is searching for experienced candidates for the position of account clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for account clerk

* Oversee the gleaning process during the gleaning season (May-November) to insure gleaning partners have gleaned on their scheduled days and have the support system needed to perform the gleaning
* Provide direct customer service for students by collecting fees and providing information on accounts
* File claims with appropriate documentation attached
* Pursue, maintain, and communicate payor coverage/guideline changes/updates
* Process all incoming and outgoing correspondence as assigned
* Verify, adjust, and update Accounts Receivable (A/R) according to correspondence received from insurance company
* Help facilitate interoffice communication on error and denial trends
* Initiate the review/appeals process on disputed claims
* Research credit balances and initiate refunds as required
* Document all activity in customer's computer account

## Qualifications for account clerk

* Must have good customer service skills, interpersonal communication skills and teamwork skills
* Must have very good organization skills and be very detail-oriented
* Must have very good analysis and problem solving skills
* Must be comfortable utilizing the web
* Must be able to work with minimal supervision on daily tasks and complete work within deadlines
* Must be highly organized and handle multiple projects