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# Example of Accounting Clerk Job Description

Our company is growing rapidly and is looking for an accounting clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting clerk

* Record, maintain, and reconcile daily credit card revenue
* Audit all credit card credits and maintain PCI compliance
* Respond to all credit card chargebacks and inquires in a timely manner
* Process and forecast all group travel agent commissions
* Prepare all assigned journal entries necessary to complete financial statements, including reports
* Reconcile all assigned balance sheet accounts and clear all reconciling items on a daily/timely basis
* Maintain all vendor contracts and certificates of insurance and ensure they are up-to-date
* Report to the Manager of Accounting
* Oversee AR and AP processes
* Support work on the general ledger

## Qualifications for accounting clerk

* Submit financial reporting
* Process customer invoices based on applicable documentation
* Oversee customer collections
* Process salesmen commissions
* Monitor company credit card reconciliation
* Monitor daily banking and perform month end bank reconciliations