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# Example of Accounting Clerk Job Description

Our growing company is hiring for an accounting clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting clerk

* Ensuring submitted expense reports meet organizational policies
* Collaborating with Finance, IT and Procurement staff to meet business requirements
* Ensures consistent practices are used throughout the company to maintain the integrity of the expense reporting system
* Perform basic and routine accounting functions
* To include accounts payable and recievable
* Maintain Vehicle Inventory
* Handle miscellaneousclerical tasks as assigned
* Verifies and posts accounts receivable transactions and other records
* Work together with Finance team for a more efficient month, quarter and year end
* Manage credit card and finance disputes and returned checks

## Qualifications for accounting clerk

* Ability to hand multiple responsibilities and meet deadlines
* Requires strong mathematical skills and ability in all units of measurement in percentage, fractions and decimals to calculate interest discounts, volume
* Proven ability to work in a fast-paced, environment, with strict deadlines
* Confident and customer service oriented with a flexible and cooperative approach
* We thank all interested candidates however only those chosen for an interview will be contacted
* Minimum two years' experience with A/P, A/R & reconciliations