Downloaded from <https://www.velvetjobs.com/job-descriptions/accounting-clerk>

# Example of Accounting Clerk Job Description

Our growing company is hiring for an accounting clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounting clerk

* Assist in month-end close and financial statement preparation as required
* Group billing
* Credit card inquiries
* Guest billing inquires
* Collect group deposits / payments
* Close and audit business day in PMS
* Create and record daily income journals
* Administer adjustments, allowances, house charges on daily basis
* Review and manage banquet revenue postings
* Create daily revenue report

## Qualifications for accounting clerk

* Manage workflow in an orderly manner
* Express thoughts logically, in both written and verbal form using correct grammar
* General Sign-off
* May have to perform work at two different locations - Poway and Torrey Pines
* 10 Key exp
* RESUME for review