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# Example of Accounts Clerk Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts 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 accounts clerk

* Prepare reports and summaries for supervisors and managers
* Monitor accounts to ensure that payments are up to date
* Total, balance, and reconcile accounts
* Ensure the completeness and accuracy of data on accounts
* Review invoices and statements to ensure that all the information appearing on them is accurate and complete
* Reconcile computer reports with operating reports
* Check figures, postings, and documents to ensure that they are correct, mathematically accurate, and properly coded
* Correct and note errors for accountants
* Multi-task and work under time constraints
* Assist in researching and resolving open payable items, respond promptly and courteously to inquiries regarding the status of invoices and employee reimbursements

## Qualifications for accounts clerk

* Maintain files of paid invoices and supporting documentation
* Perform special project as assigned
* Prepare reports as assigned including spreadsheets
* Review payable accounts to ensure that information is properly recorded and records contain appropriate authorization for payment
* Administer and ensure entered items have the correct job codes to pay clients and employees properly
* Check figures, postings, and documents to ensure they are correct, mathematically accurate, and properly coded