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# Example of Accounts Clerk Job Description

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

## Responsibilities for accounts clerk

* Financial statement review, account analysis, journal entries
* Processing and reviewing payroll through the use of ADP payroll services and in partnership with HR
* Ensuring the timely and accurate application of cash receipts and disbursements
* Processing and monitoring travel and entertainment and purchase card systems, including follow-up with employees and cardholders as applicable
* Gathering purchase orders, charge slips, sales tickets, and preparing payments
* Recording of transactions in the general ledger
* Ensuring compliance with accounting policies
* Providing support for other ongoing tasks and special projects
* Ensure timely and accurate processing of invoices
* Code as necessary and enter data into appropriate ledgers

## Qualifications for accounts clerk

* Maintain invoice and documentation files
* Interact with vendors and employees in professional manner
* Special projects as they relate to AR information
* Provide General Administrative Office Support (phone redirection, mail, faxes, petty cash & visitors )
* Check, approve, and enter all vouchers into the system for payment
* Analyze vendor accounts