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# Example of Accounts Clerk Job Description

Our 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

* Take day to day operational decisions on technical matters
* Prove the correctness of the Client’s records by completion of complex reconciliations, investigating and clearing any issues arising
* Produce analyses and prepare management information for use by Senior Management, both inside and outside Client Accounting
* Ensure that documents and transactions are correctly authorised, complete and accurate
* Take responsibility for and control information and payments for despatch to internal/external customers in the more technical and sensitive areas
* Undertake technical investigations and provide advice to management and customers on the appropriate course of action
* Initiate and/or control the preparation of accounting entries and/or other records, including justifying to management decisions taken on unusual or major items
* Provide effective, proactive support for the section by seizing opportunities to improve processes and systems where appropriate, providing technical assistance in projects and in the implementation of new systems and processes
* Minimum 2 years industry (or related) experience in Retail/Wholesale environment
* The ability to work autonomously in a team

## Qualifications for accounts clerk

* Reviews accounts for collection efforts
* Administrative office tasks when needed
* Accounts receivable background preferred
* Vendor statement review / reconciliation and ongoing communication with Supervisor
* Minimum of 2 years experience in accounts receivable with primary background in collections and dispute resolution
* Must be proficient in Word, Excel, Outlook and 10 keypunch