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# Example of Admin Clerk Job Description

Our company is looking to fill the role of admin 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 admin clerk

* Creates AP payment group for checks, processes, prints, makes file copy, match the paid invoices with check copies and sends the completed payment packets to signers for review and approval
* Sort, code and enter accounts payable data
* Contacts suppliers for address verification and requests the EFT information
* Open and distribute daily mail and maintain the mail machine
* Must be able to Greet customers and clients with a positive, enthusiastic and friendly attitude and try to assist in any way possible
* Customer support for various locations involving monthly accounts receivable
* Creating and posting daily revenue and validation reports
* Account maintenance and new account enrollment, utilizing a proprietary AR System
* Answer incoming phone calls, emails and electronic requests
* Manage customer requests and access changes

## Qualifications for admin clerk

* Experience with Quickbooks is required
* SAP, Oracle or similar software is a plus
* Lockbox/Cash Application a plus!
* Previous transportation experience preferred, but experience is acceptable
* Previous Transportation/Admin experience 1-3 yrs
* Minimum of HS Diploma