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

# Example of Admin Clerk Job Description

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

## Responsibilities for admin clerk

* Must be able to send grammatically correct email correspondence to clients, customers and operations managers
* Follow any directives from location manager
* Perform accounting tasks, including the coding and auditing of freight related billings
* Maintain records of payments in appropriate files and reports
* Work closely with internal and external auditors and customers to collect data, reports, backup information and appropriate approvals
* Audit freight related Accounts Payable (A/P) billings for errors and compliance to negotiated contracts
* Create and update A/P reports, including those related to expenditures and contract compliance of service providers
* Assist in report preparation as directed
* Perform clerical duties related to A/P record keeping and storage
* Prepare documents for storage and handle retrieval requests

## Qualifications for admin clerk

* Background check and credit check required
* Knowledge of or ability to learn systems and procedures used in making and servicing all types of commercial loans
* Associate's Degree or higher in Accounting is preferred
* Previous experience in accounting and administration required
* Experience with an ERP helpful
* Code B drivers licence