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# Example of Clerk Accounting Job Description

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

## Responsibilities for clerk accounting

* Explain variances and assigning standard codes
* Prepare standard documents
* Scan and work with multiple web portals and programs
* Work with SAP and other systems
* Gather backup for reconciliation of customer claims
* Weekly payroll processing and reporting timecard entry approval, coding correction, management summary distribution and payroll clerk support as needed
* Payments of overhead payables
* Organizing and performing the escheatment process for the company's unclaimed property
* Gathering backup for analysis and documentation
* Searching vendor's information

## Qualifications for clerk accounting

* Gathering backup analysis and documentation
* Searching for vendors' information
* Flexibility in work hours and availability, especially during major projects
* Data entry duties into the Accounts Receivable system
* Reconciling the company's lockbox and daily wires
* Helping with year-end audit functions