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# Example of Clerk Accounting Job Description

Our company is hiring for a clerk accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clerk accounting

* Reconciling discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts
* Entry of Accounts Payable invoices into Oracle
* Assist with the preparation of monthly balance sheet account reconciliations
* Gather supporting documents for client invoices
* Assist with check runs and their mailing
* Work with vendors and internal clients for invoices and payments
* Responsible for monitoring client accounts and reconciling in a timely manner
* Investigates and resolves client queries
* Receives and reviews vendor invoices for accuracy and payment
* Collects receipts for Credit Card transactions and monitors for discrepancies

## Qualifications for clerk accounting

* Ability to interview and start immediately
* Matching invoices to purchase order or vouchers
* Managing bank reconciliations and payroll processing
* Must have excellent customer service skills for both internal and external clients
* Excellent knowledge of transfer department operations and of Securities Operations in general especially as it applies to departments impacted by the transfer function (reconciliation’s, dividends and settlements )
* Solid understanding of the DTC, CDS, DCS TRAX & DRS processing systems and policies, especially the documentation requirements and cut of times