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

# Example of Clerk, Senior Job Description

Our innovative and growing company is searching for experienced candidates for the position of clerk, senior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clerk, senior

* Responsibilities include customer billing, processing invoices, processing payments, matching, batching and coding, P-card reconciliation, time and attendance, filing, reception, answering multiple phone lines, ordering office supplies, preparing & submitting journal corrections, processing hire paperwork, data entry, preparing & submitting extended pass forms, and providing customer service to internal and external clients
* Ability to apply a common sense understanding to carry out detailed written or oral instructions
* Perform invoice preprocessing as needed
* Ensure all trades are paid for (payable or receivable) through N$M, via internal journal payments or the issuing and depositing of cheques
* Ensure all trades are processed through the client account on a timely basis
* If required, take appropriate internal and/or external action to correct discrepancies that arise from incorrect order processing at the mutual fund company or at NBCN
* Ensure all electronic files are received and processed on a timely basis
* Ensure all rejected trades internal and external are dealt with on a timely basis (REJECT’s & SUSPENSE)
* Review exception reports, research, validate, calculate (where required) and process in clients’ accounts missing Systematic Plan, SWITCH and Mutual Fund Cash Distribution transactions
* Respond in an accurate manner to all NBF, Correspondent Network and NBDB departmental/branch enquiries

## Qualifications for clerk, senior

* Incumbent may be required to work before, during and/or beyond normal work hours in the event of a disaster or as needed
* If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida
* Two years of secretarial or clerical work experience
* Occasional overtime (including Saturday and Sunday) is required
* 1-3 years of Mortgage or Banking experience
* High School graduate with courses in bookkeeping, business math and personal computers or equivalent