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# Example of Financial Clerk Job Description

Our company is growing rapidly and is hiring for a financial clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial clerk

* Become familiar with all accounting functions and processes performed at location including
* Utilize Kronos to audit, compile and submit bi-weekly payroll
* Perform HR functions for location including
* Utilize Salesforce.com to and assist with customer service calls, order placement, and dispatching of repair calls
* Assist with weekly inventory process to include reconciliation and auditing
* Support weekly revenue reporting process - collaborate with management to compile, review and report weekly revenue
* Work with Finance Manager to support the monthly close and projection process
* Assist in compiling the monthly reporting package
* Assist in upholding/auditing SOX guidelines, processes and procedures
* Proactively work to maximize efficiencies

## Qualifications for financial clerk

* Familiarity with different loan including Conventional, FHA, VA and ARMs
* Ability to maintain pipeline with minimal supervision
* Dialogue with Enterprise Market Data Operations Team
* Responsible for invoice processing and entries into FITS (Financial Information Tracking Systems)
* Utilize FITS database to track invoices and related data
* Back up for the customer center portals, Bloomberg portal & TR customer center, etc… for notifications on new invoices and accounting summaries