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# Example of Financial Clerk Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of financial clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for financial clerk

* Helps maintain various files and record retention systems/upon approvals identified, run eligibility and forwarding approval to cashiers at local ministries to update
* Retrieves and routes incoming and outgoing mail
* Copies, scans, and faxed documents on an as needed basis
* Assist with Financial Counseling on daily functions
* Work reports as needed
* Process returned mail and update the system with corrected information
* Maintain orderly filing system of documents according to policies and procedures for ease or retrieval
* Responsible for ensuring that all accounts payable checks are processed in a timely manner
* Responsible for ensuring that all accounts payable transactions are accounted for in accordance with Generally Accepted Accounting Principles (GAAP)
* Researching and resolving discrepancies between invoices, Purchase Orders and agreed to terms in an appropriate and timely manner

## Qualifications for financial clerk

* Ability to move boxes up to approximately 30 pounds sometimes with hand truck assistance
* 2+ years of mortgage related experience, preferably in document preparation or closing/funding
* Ability to work independently with others while balancing multiple tasks
* Work cross-organizationally to problem-solve obstacles and unexpected needs
* Associates Degree in Finance or Accounting preferred, or equivalent experience
* Capable of managing internal resources, third party resources, and subcontractors, when necessary