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# Example of Financial Clerk Job Description

Our growing company is looking for a financial clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial clerk

* Data entry and word processing as directed
* Maintain student financial aid files in paper format as needed
* Provide back-up support in the absence of the Chief Clerk position , including Federal PLUS and alternative loan certifications
* Possess a comprehensive understanding of the student employment process to assist the Associate Director with processing student employment paperwork, including data entry as needed
* Collect and process (appropriately reviewing various forms of identification) I-9/W4 forms required for student payroll
* Assist in training student workers new to the financial aid office or when new student worker tasks develop
* Assist continuing students with aid renewal process including follow-up
* Assist prospective/new students with aid application process including follow-up
* Perform preliminary verification including review and reconciliation of rejected FAFSA elements and conflicting data issues
* Review verification forms and associated documents for accuracy and completeness

## Qualifications for financial clerk

* 1-3 years experience in mortgage funding/closing environment preferred
* Strong organizational skills including prioritizing workload with minimal supervision
* Ability to work collaboratively within a team environment independently
* Ability to handle multiple projects simultaneously while meeting tight deadlines
* Customer-oriented, detail-oriented attitude, and excellent presentation and communications skills, both oral and written
* Proven track record of raising risks before critical status, while offering quality work and customer satisfaction