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# Example of Reconciliation Clerk Job Description

Our growing company is looking to fill the role of reconciliation clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reconciliation clerk

* Handle check distribution of APS checks
* Other special duties and projects as assigned by department supervisor or team leader
* The generation of Consolidated invoices
* The reconciliation of Consolidated Report and backup data
* The issuing and submission of Client invoices
* Allocation of credit notes against corresponding invoices
* Issuing and submission of Client invoices
* Maintenance of logging client invoicing queries
* Liaising with or chasing department for queries updates
* To supply ATMs

## Qualifications for reconciliation clerk

* 1 + years’ experience with accounts payable required
* Two years’ experience as an Accounts Payable Clerk
* One year experience with computer based systems
* Ability to establish and maintain effective working relationships with all levels of staff and external customers
* Ability to analyze, process, and organize information accurately
* 10 key test of 6000 keystrokes per hour