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# Example of Senior Accounting Clerk Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior accounting clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior accounting clerk

* Verify statements and other documents for accuracy
* Print and distribute expense reports as requested
* Perform other support activities as required
* Performs advanced duties
* May assign and review work of other clerks
* Fully competent in most aspects of the job
* Duties include sorting and filing accounting records and data, collecting information, posting records, compiling routine data, and making and checking basic calculations
* Conduct monthly payroll audits and issue pay checks
* Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, scheduling and delivering recognition and reward
* Review and interpret contract terms and conditions and determine appropriate course of action

## Qualifications for senior accounting clerk

* Access, Crystal Enterprise, Business Online UniFi and MSP experience preferred
* Candidate needs to be able to communicate fluently in German English and French
* Minimum one year of accounting experience, or equivalent business experience in a similar environment
* English/French fluency are an asset
* Insurance License/Designation Preferred
* Must have minimum one (1) year business experience