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# Example of Senior Accounting Clerk Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior accounting 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 senior accounting clerk

* Enter A/R invoices
* Reconciles all cash at clinic level
* Prepares and submits journal entries for Balance Sheet Reconciliation
* Assists Integrations Team with new clinic set up
* Meets hard deadlines
* Subject Matter Expert for Cash Team
* Collaborates with Accounts Receivables Department
* Responsible for overseeing the daily hotel audits
* Performing advanced clerical accounting, and providing technical and functional supervision of Accounting Clerks
* Running Night Audits - Making sure that all guests are checked in and out correctly in RCC, matching these to FOCUS and that all revenues are recorded

## Qualifications for senior accounting clerk

* Must have the ability to work well independently and as a team member
* Proficient in Excel - knowledge of SAP an added plus
* Knowledge of public relations/customer service principles, practices and techniques
* Data entry of journal entries into ERP system
* Exhibits teamwork and flexibility
* Numeric and calculation skills