Example of Admin Clerk Job Description

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

Responsibilities for admin clerk

- Must be able to send grammatically correct email correspondence to clients, customers and operations managers
- Follow any directives from location manager
- Perform accounting tasks, including the coding and auditing of freight related billings
- Maintain records of payments in appropriate files and reports
- Work closely with internal and external auditors and customers to collect data, reports, backup information and appropriate approvals
- Audit freight related Accounts Payable (A/P) billings for errors and compliance to negotiated contracts
- Create and update A/P reports, including those related to expenditures and contract compliance of service providers
- Assist in report preparation as directed
- Perform clerical duties related to A/P record keeping and storage
- Prepare documents for storage and handle retrieval requests

Qualifications for admin clerk

- Background check and credit check required
- Knowledge of or ability to learn systems and procedures used in making and servicing all types of commercial loans
- Associate's Degree or higher in Accounting is preferred
- Previous experience in accounting and administration required
- Experience with an ERP helpful