



# Example of Clerk Accounting Job Description

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Our company is hiring for a clerk accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clerk accounting

- Reconciling discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts
- Entry of Accounts Payable invoices into Oracle
- Assist with the preparation of monthly balance sheet account reconciliations
- Gather supporting documents for client invoices
- Assist with check runs and their mailing
- Work with vendors and internal clients for invoices and payments
- Responsible for monitoring client accounts and reconciling in a timely manner
- Investigates and resolves client queries
- Receives and reviews vendor invoices for accuracy and payment
- Collects receipts for Credit Card transactions and monitors for discrepancies

## Qualifications for clerk accounting

- Ability to interview and start immediately
- Matching invoices to purchase order or vouchers
- Managing bank reconciliations and payroll processing
- Must have excellent customer service skills for both internal and external clients
- Excellent knowledge of transfer department operations and of Securities Operations in general especially as it applies to departments impacted by the transfer function (reconciliation's, dividends and settlements )
- Solid understanding of the DTC, CDS, DCS TRAX & DRS processing systems and policies, especially the documentation requirements and cut of times