



Example of Processing Clerk Job Description

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

Responsibilities for processing clerk

- Analyze, populate and verify the reportable transaction tables for reportable vendors
- Resolve problems, troubleshoot, and provide informal training for automated accounting and reporting tools
- Accurately analyze and verify accounting / financial / operational information and error lists for accuracy and completeness and initiate appropriate correcting processes
- Processing transactions of a complex and difficult nature in an accurate and timely manner
- Data entry of customer purchase orders, change orders
- Set up properties and accounts in the utilities services program
- Provide system access to users of utility services program
- Locate errors in utility accounts and missing accounts, and resolve accurately
- Quickly resolve Shut-off Notices
- Negotiate reduction/waiver of fees, deposits, and billing errors

Qualifications for processing clerk

- Strong organizational skills, including effective verbal and written communication skills
- Strong interpersonal communication skills, particularly the ability to deal effectively with administrators, fund-raising staff, donors, faculty and staff
- Ability to write new procedures and protocols and to continually fine-tune the biographical processes for the office

- Ability to use a calculator or office adding machine