



Example of Reconciliation Clerk Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for reconciliation clerk

- Handle check distribution of APS checks
- Other special duties and projects as assigned by department supervisor or team leader
- The generation of Consolidated invoices
- The reconciliation of Consolidated Report and backup data
- The issuing and submission of Client invoices
- Allocation of credit notes against corresponding invoices
- Issuing and submission of Client invoices
- Maintenance of logging client invoicing queries
- Liaising with or chasing department for queries updates
- To supply ATMs

Qualifications for reconciliation clerk

- 1 + years' experience with accounts payable required
- Two years' experience as an Accounts Payable Clerk
- One year experience with computer based systems
- Ability to establish and maintain effective working relationships with all levels of staff and external customers
- Ability to analyze, process, and organize information accurately
- 10 key test of 6000 keystrokes per hour