Example of Senior Clerk Job Description

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Our company is growing rapidly and is looking for a senior clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior clerk

- Works with and trains all Accounting Assistant III employees, providing reports for them to help them complete their job responsibilities
- Provide support when issues arise
- Answers employee and management questions pertaining to the creation of payroll entries and the effect they have an employee's gross to net pay
- Complete purchase requisitions using My Florida Market Place
- Inputs client's information into the Health Management System (HMS) and prints labels for HIV Blood, Oraquick, Orasure and any other test done in the field
- Registers clients for HIV/STD classes and provides information regarding times, dates, cost and any other information needed
- Maintains appropriate logs of clients testing, attending classes, and clients paying fees
- Maintains updated information about testing sites, schedules and upcoming events
- Prepares interoffice communications with other agencies and/or Health Department employees in order to facilitate the activities to be performed by the HIV program staff in house or outreach
- Payroll - time input and reimbursements

Qualifications for senior clerk

- Prefer high energetic personality

- College education from an accredited institution can substitute at the rate of 30 semester or 45 quarter hours for each year of the required work experience
- Must maintain a valid U.S. driver's license
- Must have 2+ years' experience in File or HR Records Clerk
- Experience in HR or a degree in HR is required