

# Accounts Clerk Job Description

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

## Responsibilities for accounts clerk

- Financial statement review, account analysis, journal entries
- Processing and reviewing payroll through the use of ADP payroll services and in partnership with HR
- Ensuring the timely and accurate application of cash receipts and disbursements
- Processing and monitoring travel and entertainment and purchase card systems, including follow-up with employees and cardholders as applicable
- Gathering purchase orders, charge slips, sales tickets, and preparing payments
- Recording of transactions in the general ledger
- Ensuring compliance with accounting policies
- Providing support for other ongoing tasks and special projects
- Ensure timely and accurate processing of invoices
- Code as necessary and enter data into appropriate ledgers

## Qualifications for accounts clerk

- Maintain invoice and documentation files
- Interact with vendors and employees in professional manner
- Special projects as they relate to AR information
- Provide General Administrative Office Support (phone redirection, mail, faxes, petty cash & visitors )
- Check, approve, and enter all vouchers into the system for payment
- Analyze vendor accounts

# Fiscal Accounts Clerk Testing For Job

**Anthony S. Fauci**



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