JOB DESCRIPTION

| **Title** | ACCOUNTING CLERK | |
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| **Reports To** | [INSERT TITLE] | |

**Job Purpose**

The **Accounting Clerk** is responsible and accountable for accounts receivable and collections, maintaining financial records, preparing reports, and reconciling bank statements. They use accounting software programs to process business transactions such as accounts payable and receivable, disbursements, expense vouchers, and receipts.

The ideal Accounting Clerk is well-versed in all accounting procedures and has a natural aptitude for numbers. The incumbent ensures that the company's day-to-day accounting functions run smoothly and accurately.

**Duties and Responsibilities**

Specifically, this position entails the following duties but is not limited to:

Accounts Receivable

* Prepare bills, invoices, and bank deposits.  
  Manage accounts and incoming payments in compliance with financial policies and procedures.
* Perform routine financial transactions such as verifying, classifying, computing, posting, and recording data from accounts receivables.
* Reconcile the accounts receivable ledger to ensure that all payments are properly recorded and accounted for.
* Confirm discrepancies and resolve billing issues for clients.
* Send bill reminders and contact clients to encourage payment of past-due invoices.
* Produce financial statements and reports outlining the status of accounts receivable.

Collections

* Check accounts to identify outstanding debts.
* Examine the historical data for each debt or bill.
* Locate and contact clients to inquire about past-due payments.
* Make efforts to encourage on-time debt payments.
* Handle and record refunds and payments.
* Fix billing and credit-card issues for customers.
* Update account status records and collection efforts.
* Report on collection activity and the status of accounts receivable.

Other related duties as assigned and needed.

**Core Competencies**

* Confident and consistent decision-making skills
* Resourceful and flexible to meet the needs of the organisation and the demands of the clients
* Ability to work independently and as a team member
* Ability to maintain professionalism and confidentiality
* Excellent written and verbal communication and interpersonal skills
* Outstanding organisational and planning abilities with the ability to prioritize multiple important tasks
* Strong problem solving and decision making skills

**Qualifications**

* Degree in Finance, Accounting, Business Administration or a related field
* XX years of Accounting experience
* Database and tracking system expertise
* Deep understanding of accounting regulations

**Working Conditions**

* This position is based in an office environment.
* The standard workweek for this position is [insert #] hours.
* The standard business hours for this position is [insert core hours].
* Overtime and hours worked outside of the standard work schedule will be required.
* Extended periods of sitting and exposure to computer screens.