

Accounting Clerk

SUMMARY:

Under general supervision, performs a variety of accounting clerical duties according to existing procedures, methods and systems. Receives, sorts, and proofs accounting documents, posts appropriate entries to ledger accounts, and performs other accounting and clerical duties.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Computes and records charges, refunds, cost of lost items, service charges, rentals, and similar items.
- Types vouchers, invoices, checks, account statements, reports, and other records.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)