Finance Clerk Job Description



FINANCE CLERK RESPONSIBILITIES INCLUDE:

- Verifying financial data and maintain accurate records
- Supporting monetary transactions
- Resolving accounting issues

JOB BRIEF

We are looking for a Finance Clerk to take on various administrative tasks. Your main responsibilities will include keeping financial records, preparing bills and delivering high-quality customer service.

We’re looking for an individual with a keen eye for detail, strong math skills and the ability to multi-task efficiently. You should also be trustworthy and an excellent communicator.

Your goal will be to ensure our accounting procedures run smoothly.

RESPONSIBILITIES

- Process bills, checks, receipts and other documents
- Ensure all documents are properly signed and distributed
- Verify financial and other data (e.g. tax identification numbers)
- Monitor financial transactions
- Enter data and maintain updated records
- Assist with account reconciliations
- Communicate with vendors, customers and colleagues
- Report the status of accounts and discrepancies

REQUIREMENTS

- Proven experienceas a Finance Clerk
- Knowledge of basic bookkeeping and financial transactions
- Familiarity with financial regulations, i.e. Generally Accepted Accounting Principles (GAAP)
- Knowledge of MS Office and databases
- Attention to detail
- Organizational and multitasking abilities

- Excellent verbal and written communication skills
- Reliability and strong work ethics
- Ability to solve problems
- High school diploma or equivalent

SOURCE: https://resources.workable.com/finance-clerk-job-description