Company Name:_____

Job Title:	**Account Receivable/Payable Clerk**
Position Type :	[i.e.: full-time, part-time, contract, other]
Job Description:	

Job Purpose:

Obtains revenue and pays invoices by verifying and completing payable and receivable transactions.

Duties:

- Prepares work to be accomplished by gathering and sorting documents and related information.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains accounting ledgers by posting account transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
- Maintains financial security by following internal accounting controls.
- Secures financial information by completing database backups.
- Maintains financial historical records by filing accounting documents.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications:

Administrative Writing Skills, Organization, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication

Interested Candidates Should Submit a Completed Resume and Cover Letter to:

Contact Name:_____

Email Address:_____

Company Address:_____

[**NOTE:** *To post your job on www._____, copy this description. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.*]