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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | BOOKKEEPING/ACCOUNTING/AUDITING CLERK |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of bookkeeping, accounting, and auditing clerk consists of performing any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.  |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to give full attention to what other people are saying, to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, and to manage one's own time.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
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| TASKS: | * Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes;
* Classify, record, and summarise numerical and financial data to compile and keep financial records, using journals and ledgers or computers;
* Code documents according to company procedures;
* Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses;
* Comply with national, state, and company policies, procedures, and regulations;
* Debit, credit, and total accounts on computer spreadsheets and databases, using specialised accounting software;
* Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents;
* Operate computers programmed with accounting software to record, store, and analyse information;
* Receive, record, and bank cash, cheques, and vouchers;
* Reconcile or note and report discrepancies found *in re*cords.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |