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[COMPANY NAME] JOB DESCRIPTION

Position: Bookkeeping, Accounting, and Auditing Clerks

Job Description:

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Job Tasks:

- Calculate and prepare checks for utilities, taxes, and other payments.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals and ledgers or computers.
- Compare computer printouts to manually maintained journals in order to determine if they match.
- 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.
- Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other government documents.
- Compute deductions for income and social security taxes.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare purchase orders and expense reports.

- Prepare trial balances of books.
- Receive, record, and bank cash, checks, and vouchers.
- Reconcile or note and report discrepancies found in records.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers and/or data processing sheets.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.
- Code documents according to company procedures.
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Comply with federal, state, and company policies, procedures, and regulations.
- Maintain inventory records.
- Match order forms with invoices, and record the necessary information.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Perform personal bookkeeping services.

Required Knowledge:

- **Economics and Accounting** -- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- **Clerical** -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Mathematics** -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers and Electronics** -- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Required Skills:

- **Mathematics** -- Using mathematics to solve problems.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- **Monitoring** -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities Required:

- **Number Facility** -- The ability to add, subtract, multiply, or divide quickly and correctly.
- **Mathematical Reasoning** -- The ability to choose the right mathematical methods or formulas to solve a problem.
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).
- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Perceptual Speed** -- The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.
- **Wrist-Finger Speed** -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- **Category Flexibility** -- The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.

Job Activities:

- **Documenting/Recording Information** -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Analyzing Data or Information** -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Processing Information** -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Judging the Qualities of Things, Services, or People** -- Assessing the value, importance, or quality of things or people.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- **Interacting With Computers** -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

I _____ acknowledge that I have read and understood this job description for the position of Bookkeeping, Accounting, and Auditing Clerks.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____