

## WHAT IS AN ACCOUNTS CLERK?

An Accounts Clerk records and puts together summaries of the financial transactions of a business or other organisation for management purposes.

## ROLES OF AN ACCOUNTS CLERK

- Prepare and send invoices to debtors.
- Check and process loan applications.
- Calculate and distribute wages and salaries.
- Prepare regular reports and summaries of accounting activities.
- Prepare financial statements and debtors' listings.
- Check customers' credit ratings.
- Verify recorded transactions and report irregularities to management.
- Prepare reconciliations of accounts.

## CAREER OPPORTUNITIES

Accounts Clerks are employed in a wide range of industries including finance, property, business services, manufacturing and government.

## QUALIFICATIONS REQUIRED

Work as an Accounts Clerk is available without formal qualifications. Informal training on the job is provided. However, entry to this occupation may be improved with a Certificate or Diploma in business, financial services or accounting.

## SUPERVISION PROVIDED

A comprehensive orientation program is provided for all new staff members with ongoing support.

## PERSONAL SKILLS REQUIRED OF AN ACCOUNTS CLERK

- Well organised
- Able to work as part of a team
- Able to meet deadlines
- Good communication skills
- Aptitude for working with computers

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