

# Auditing Clerk Job Description

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## Duties and Responsibilities:

- Utilize accounting software in recording, analyzing, and storing financial information
- Calculate and prepare checks for taxes, utilities and other payments
- Prepare trial balances of books and monitor the status of accounts to ensure payments are up-to-date
- Receive and record bank cash, checks and vouchers
- Perform audit checks on customer balances and vendor payment
- Carry out assessments to verify the accuracy of all expense accounts
- Compile and organize financial data, statements, and reports for the senior audit team
- Analyze commissions, expenses, interests, bank accounts and loans to ensure recorded figures are correct
- Prepare financial, statistical, and audit reports to senior management
- Utilize adding machines or calculators in computing totals and percentages
- Compare results of an audit with recorded entries to check if they match
- Perform administrative duties such as handling client queries via telephone calls and checking emails
- Ensure all payments are processed according to established accounting procedures
- Attend educational programs and seminars to improve on existing job knowledge and skill
- Maintain various accounting journals and enter data into appropriate accounting system
- Verify and balance receipts, send payments, and compile data from cashiers to prepare bank deposits
- Prepare and calculate checks for taxes, utilities and other forms of payment.

## **Auditing Clerk Requirements – Skills, Knowledge, and Abilities**

- **Education and Training:** To become an auditing clerk, you require a minimum of high school diploma and experience as a bookkeeping or accounting clerk. Some employers prefer to hire recruits with an Associate or Bachelor's degree in accounting
- **Eye for details:** Auditing clerks are able to identify discrepancies in financial records and statements
- **Accounting Skills:** They employ various accounting techniques and methods in conducting audit of financial records
- **Computer Skill:** They are proficient in the use of computer technologies, spreadsheets, and accounting software to review financial information.