

Free Accounting Clerk

Job Description

Job Title: Accounting Clerk

TravelBliss Adventures is searching for a skilled Accounting Clerk to join our team. The ideal candidate is detail-oriented and has a knack for handling numeric data accurately with a focus on key accounting fields. Responsibilities include data entry, accounts payable, accounts receivable processing, bank reconciliation, and record keeping.

Responsibilities and Duties

As an Accounting Clerk, you will:

- Enter financial data into the accounting system, including invoices, receipts, and other expenses.
- Handle accounts payable tasks, such as processing transactions and verifying the accuracy of invoices.
- Support accounts receivable management, including invoicing customers, tracking payments, and following up on outstanding balances.
- Perform bank reconciliation duties for statements and other financial accounts to ensure accuracy and detect discrepancies.
- Preserve organized, up-to-date financial records and documentation.

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