

# Accounting clerk

Average salary: \$49,000+

Career trend: declining slightly

## Job description

Accounting clerks maintain and review financial records, monitor creditor and debtor accounts, and calculate the cost of wages and business operations.

## What accounting clerks do

Accounting clerks are integral to all industrial, corporate and government sectors because every organisation must keep, maintain and analyse financial records.

Unlike accountants who analyse data, accounting clerks record data. They play an important role in the day-to-day work of finance and payroll departments.

Every company has their own policies and internal procedures for reporting and analysing financial data. Accounting clerks expand on their general knowledge of accounting and auditing principles to build company-specific skills.

Working alongside senior accountants and auditors, they perform a wide range of functions to ensure that files, financial records and ledgers are accurate. They regularly process invoices, expenses, payroll, and other financial transactions.

In smaller companies, accounting clerks perform general duties while in larger organisations they may have a specialised role. For example, an auditing clerk ensures company records are accurate and comply with local, state and federal laws while a payroll clerk deals with pay and payroll tax.

## You'll like this job if...

You're organised. You communicate effectively. You enjoy working independently and as part of a team. You think critically and solve problems using logical analysis. You like computers. You use discretion with confidential employer and employee information. You can focus for long periods of time. You are comfortable with rules and processes.

## Will I get a job?

- While this employment area is very large, with 126,600 workers in Australia now, it is expected to decline by 8,400 jobs over the next four years.

## What will I earn?

- \$951 to \$1,100 median full-time weekly salary (before tax, excluding super).

## Roles to look for

- Accounting clerk
- Cost clerk
- Accounts payable clerk
- Accounts receivable clerk
- Accounts officer

## A day in the life...

Work as an accounting clerk may involve these tasks:

- prepare and process documents related to accounts payable and receivable
- reconcile invoices and despatch payments
- calculate, analyse and investigate the costs of planned expenditure, wages and other costs
- prepare bank reconciliations
- allocate expenditure to specified budget accounts
- summarise expenditure and receipts
- prepare records of standard costs and values for items such as raw materials and packaging supplies
- record cost variations and contract price movements
- compile cost data for preparation of operating budgets and profit and loss calculations
- investigate proposed expenditures, quotes and estimates
- prepare reports of total costs, inventory adjustments, selling prices, and profits.

## VET qualifications

The following government-subsidised qualifications are available in NSW:

### Certificate III in Accounts Administration (FNS30315)

- Full-time, up to two years
- Also available as a traineeship
- Graduates employed or in further study: 84.8%\*

### Certificate IV in Accounting and Bookkeeping (FNS40217)

- Full-time, up to two years
- Also available as a traineeship
- Graduates employed or in further study: 91.5%\*

## VET offers possibilities for hundreds of careers.

For more information, visit



[www.vet.nsw.gov.au](http://www.vet.nsw.gov.au)

**Information sources** Income: Australian Government Department of Employment, Australian Jobs Report 2017, Occupation Matrix. ANZSCO ID: 2211. Earnings can vary greatly depending on the skills and experience of the worker, and the demands of the role. Career trend: Australian Government Department of Employment 2017 employment projections to May 2022. Graduate outcomes: National Centre for Vocational Education Research. \*Approximately 6 months after they complete VET.

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## Main employing industries

- Professional, scientific and technical services (e.g. law and consulting firms)
- Financial and insurance services
- Government and councils

## Other jobs you may like...

- Bookkeeper
- Insurance, money market and statistical clerk
- Credit and loans officer
- Payroll clerk