



Accounts Clerk

ANZSCO 551111

Description
Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre
Typical work tasks (may include any combination of the following)
Prepares and processes documentation related to accounts payable and receivable; reconciles invoices and despatches payments; calculates, analyses and investigates the costs of proposed expenditure, wages and standard costs; prepares bank reconciliations; allocates expenditure to specified budget accounts; summarises expenditure and receipts; may work in a call centre.
Typical work environment
<ul style="list-style-type: none">• Indoor office environment which may range from a large corporate-type head offices down to a smaller sole-charge office.• Works predominantly at office desks, usually with a computer workstation.• Usually works in adequately heated and ventilated spaces.
Typical physical and mental demands
<ul style="list-style-type: none">• Physical demand level is sedentary.• Employees spend the day predominantly sitting at a workstation carrying out a variety of both manual and computerised data entry and processing tasks.• Employees will also need to operate printers, copiers and a range of other minor office equipment and refill paper trays and ink supplies.• Occasional standing and walking about the office is required.• Lifting, stretching, twisting or climbing is not a significant component of the job.• Repetitive arm hand and finger movements are constant in regards to data-entry and data processing tasks.• Bending, squatting or crouching is not a significant component of the job.• Driving is not required.• Use of minor office hand-held objects such as pens, calculators and staplers, as well as telephones will also be occasional to frequent.• Mental skills necessary include a high level of concentration, mathematical accuracy, and organisation skills.
Further comments
<ul style="list-style-type: none">• There are opportunities for flexibility of movement.
Key entry requirements (skill level, qualifications, licenses)
A New Zealand Register Level 2 or 3 qualification (ANZSCO Skill Level 4) or at least one year of relevant experience. In some instances particular experience and/or on-the-job training may be required. For entry-level positions on-the-job training is sufficient.

This document is based on ANZSCO 2013. Other sources of information that may have been consulted are industry contacts, employers, newspapers and internet-based sources. For physical demand level definitions see Matheson, L.N. (2003). Functional Capacity Evaluation.