



## 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"><li>• <b>Indoor</b> office environment which may range from a large corporate-type head offices down to a smaller sole-charge office.</li><li>• Works predominantly at <b>office desks, usually with a computer workstation</b>.</li><li>• Usually works in <b>adequately heated and ventilated</b> spaces.</li></ul>
Typical physical and mental demands
<ul style="list-style-type: none"><li>• Physical demand level is <b>sedentary</b>.</li><li>• Employees spend the day predominantly <b>sitting</b> at a workstation carrying out a variety of both manual and computerised data entry and processing tasks.</li><li>• Employees will also need to operate printers, copiers and a range of other minor office equipment and refill paper trays and ink supplies.</li><li>• Occasional <b>standing and walking</b> about the office is required.</li><li>• <b>Lifting, stretching, twisting or climbing</b> is not a significant component of the job.</li><li>• <b>Repetitive arm hand and finger movements</b> are constant in regards to data-entry and data processing tasks.</li><li>• <b>Bending, squatting or crouching</b> is not a significant component of the job.</li><li>• <b>Driving</b> is not required.</li><li>• Use of minor office <b>hand-held</b> objects such as pens, calculators and staplers, as well as telephones will also be occasional to frequent.</li><li>• <b>Mental skills</b> necessary include a high level of concentration, mathematical accuracy, and organisation skills.</li></ul>
Further comments
<ul style="list-style-type: none"><li>• There are opportunities for flexibility of movement.</li></ul>
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.