

**NOC  
1431**

## ACCOUNTING AND RELATED CLERKS

### JOB DESCRIPTION

Accounting and related clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.

### DUTIES

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- Prepare period or cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

### WAGES (\$/hour)

- Median Wage: \$20
- Wage Range: \$12.98-\$30.00

### TYPICAL EMPLOYERS

- Public Sector
- Private Sector

### QUALIFICATIONS, ESSENTIAL SKILLS & EMPLOYMENT REQUIREMENTS

- Completion of secondary school is usually required.
- Completion of college or other courses certified by the Certified General Accountants Association of Canada, Canadian Securities Institute or Canadian Bookkeepers Association may be required.
- Some accounting clerks must be bondable
- Experience: 1-2 years
- Specific Skills: Perform clerical duties, such as maintain filing and record systems. Perform general office duties. Answer customer inquiries.
- Business Equipment and Computer Applications: Excel, general office equipment, Windows and electronic mail.
- Typing (Words Per Minute): 41 - 60 wpm

### EDUCATIONAL PROGRAMS

- Office Administrator- Accounting Specialist  
triOS College Business Technology Healthcare, Mississauga
- Accounting in Canada for Internationally Trained Accountants  
Sheridan Institute of Technology and Advanced Learning, Oakville
- Business- Accounting  
George Brown College of Applied Arts and Technology, Toronto

### COMMON JOB TITLES

- accounting clerk
- accounts payable clerk
- accounts receivable clerk
- audit cler
- billing clerk
- invoice clerk
- budget clerk
- costing clerk
- deposit clerk
- finance clerk
- freight-rate clerk
- income tax return preparer
- ledger clerk, tax clerk