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# Accounting Clerk Study Guide

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An accounting clerk is a member of a company ' s accounting department, responsible for assisting with both clerical and administrative tasks. In general, an

accounting clerk takes care of basic office tasks that involve reporting, bookkeeping, research, as well as the resolution of discrepancies related to any of the tasks he or she performs.

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Upon receipt of the invoice (the source document), the accounts payable clerk enters the account distribution on the invoice. The data are then directly inputted from the invoice to the computer data bank via a terminal device. The data are edited, audited, and merged with the purchase order and the receiving order data, both of which have been stored in the computer data bank.

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A study of the Account Clerk classification was conducted prior to developing the examination. A number of employees who work in this position and their supervisors participated in this study. The study showed that the following knowledges and

abilities are associated with the above duties.

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Great guide for civil exam, yes there are some errors in this guide. Bad guide if your looking for a guide for you "Account Clerk." You would think there would be some accounting terms, but nope just crap from a civil exam. They could did

symptoms or definitions of accounting term that was be awesome

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**Accounting Clerk Study Guide**

To land a job as an accounting clerk, employers usually require a minimum of an associate degree. As accounting clerks gain more skills and pursue a bachelor's degree, they can boost their earning power and rise into managerial occupations in a growing industry.

*Upon receipt of the invoice the source document the ...*

Accounting Clerk Study Guide - mallaneka.com Great guide for civil exam, yes there are some errors in this guide. Bad guide if your looking for a guide for you "Account Clerk." You would think there would be some accounting terms, but nope just Page 4/7.

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The New York State Department of Civil Service has developed this test guide to familiarize you with the written test for the Entry-Level Account / Audit Clerical Series. This test guide provides a general description of the subject areas which will be tested and the different types of questions you may see on the test. The

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