



| NSW Department of Education

# Accounting Clerk

Accounting clerks monitor creditor and debtor accounts, undertake related routine documentation, and calculate and investigate the cost of wages, materials, overheads and other operating costs.

[education.nsw.gov.au](https://www.education.nsw.gov.au)



## Job title examples

- Accounts Clerk
- Cost Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Accounts Officer

## What accounting clerks do

- prepare and process documentation related to accounts payable and receivable
- reconcile invoices and despatch payments
- calculate, analyse and investigate the costs of proposed expenditure, wages and standard 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 the costs of proposed expenditures, quotations and estimates
- prepare reports of total costs, inventory adjustments, selling prices and profits
- may work in a call centre

## Main employing industries

- Professional, Scientific and Technical Services (e.g. law and consulting firms)
- Financial and Insurance Services
- Public Administration and Safety (e.g. government and councils)



To find out more regarding these related jobs, visit [education.nsw.gov.au/job-guides](https://education.nsw.gov.au/job-guides).

## Qualifications

The following government subsidised qualifications are available in NSW:

**Certificate III in Accounts Administration** available as a traineeship or qualification

**Certificate IV in Accounting** available as a traineeship or qualification

**Apprenticeships and traineeships:** Find out how to get an [apprenticeship or traineeship](#).

**Course fees:** You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

## Job prospects and pay

- There are around 42,102 accounting clerks working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

### Average weekly full-time earnings (before tax):

- Accounting clerks: \$1,044
- All occupations: \$1,200

## Related jobs

- Bookkeeper
- Insurance, Money Market and Statistical Clerk
- Credit and Loans Officer
- Payroll Clerk

### Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, [joboutlook.gov.au](http://joboutlook.gov.au), based on ABS Characteristics of Employment Survey, August 2014