

Accounts clerk Job Description

A free job description template for the Administration industry

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This accounts clerk job description template is designed to reflect Australian workplace standards and office administration practices at the time of publication. Confirm the applicable modern award for your business and ensure compliance with all relevant employment laws.

1. Position overview

An accounts clerk keeps the day-to-day finances of a business moving — processing supplier invoices and payments (accounts payable), raising customer invoices and chasing overdue accounts (accounts receivable), reconciling bank and ledger accounts, and entering data into accounting software. The role combines accurate data entry and attention to detail with clear communication across the business.

In Australia, accounts clerks are typically classified under the Clerks – Private Sector Award 2020 (MA000002), usually around Level 2 to Level 3 depending on experience and the range of duties performed — maintaining a set of accounts is a Level 3 indicator.

This template provides a foundation for creating clear, compliant job descriptions that attract reliable finance and admin staff while setting appropriate expectations for the role. Once hired, manage your office team efficiently with rostering software.

2. Key responsibilities

Accounts payable

Processing supplier invoices, matching them to purchase orders, obtaining approvals and preparing and scheduling payments accurately and on time.

Accounts receivable

Raising customer invoices, allocating receipts, monitoring outstanding accounts and following up with debtors to keep cash flow on track.

Bank and account reconciliation

Reconciling bank statements, supplier statements and ledger accounts, investigating and resolving discrepancies promptly.

Data entry and record keeping

Entering transactions accurately into Xero or MYOB and maintaining complete, well-organised financial records for reporting and audit purposes.

Expense processing

Checking and processing staff expense claims and reimbursements, ensuring correct coding, approvals and supporting documentation.

Payroll and month-end support

Assisting with payroll data entry and month-end tasks such as journals, accruals and reports under the supervision of a senior accountant or bookkeeper.

3. Skills and attributes

- Accuracy: Careful, precise data entry and attention to detail when processing invoices, payments and reconciliations.
- Numeracy: Confidence working with numbers, calculating totals and identifying and resolving discrepancies in accounts.
- Time management: Ability to meet payment runs, invoicing cycles and month-end deadlines while managing a steady workload.
- Communication: Clear, professional interaction with suppliers, customers and colleagues, plus courteous follow-up with debtors.
- Software proficiency: Working knowledge of accounting software such as Xero or MYOB and spreadsheets for data entry and reporting.
- Confidentiality: Discretion and integrity when handling financial data, banking details and sensitive business information.

4. Qualifications and requirements

The qualifications for accounts clerk positions are entry to intermediate level and depend on the size and complexity of the finance function. Some are mandatory, while others are preferred or desirable.

- Working rights (required) — Eligibility to work in Australia
- Numeracy and accuracy (required) — Strong numeracy skills and consistent attention to detail when handling financial data
- Accounting software skills (required) — Familiarity with accounting software such as Xero or MYOB, or the ability to learn quickly
- Formal accounting qualification — A Certificate III or IV in Accounts Administration or bookkeeping is advantageous but not essential
- Previous accounts experience — Experience in an accounts payable, accounts receivable or bookkeeping role is desirable
- BAS agent registration — Not required for clerical work — a bookkeeper who lodges BAS on a client's behalf may need BAS agent registration, but that is beyond this role

5. Working conditions

- Office-based work, with hybrid or remote arrangements available in many businesses
- Regular use of accounting software, spreadsheets and screens for extended periods
- Steady workload with peaks around payment runs, invoicing cycles and month-end
- Collaboration with suppliers, customers and other members of the finance and admin team
- Handling of confidential financial and banking information

- Standard business hours, with occasional additional hours during reporting periods

6. Award information

Clerks – Private Sector Award 2020

Most accounts clerk positions in Australia are covered by the Clerks – Private Sector Award 2020 (MA000002). This modern award sets minimum pay rates, penalty rates, allowances and conditions for clerical and administrative employees in the private sector. View current Clerks Award pay rates.

Accounts clerks are typically classified around Level 2 to Level 3, progressing with experience and the range of duties performed — maintaining a set of accounts is a Level 3 indicator. For FY2026/27, Level 2 ordinary rates are around \$29.45 to \$30.00 per hour and Level 3 is around \$31.11 per hour. Casual employees receive a 25% loading, and part-time employees are entitled to a minimum 3-hour engagement. Learn more in our classification levels explainer, and use award interpretation software to calculate pay accurately.

Penalty rates and allowances

Under MA000002, penalty rates apply for work outside ordinary hours, including evening, weekend and public holiday work, along with overtime rates once ordinary hours are exceeded. Full-time and part-time accounts clerks generally work standard business hours, so penalties apply less often than in shift-based roles.

Confirm the current rates and allowances that apply to your business, and check whether an enterprise agreement applies in place of the award. Use our overtime and penalty rate calculator to estimate costs for any additional hours.

7. Frequently asked questions

About the role

Q: What does an accounts clerk do?

An accounts clerk processes accounts payable and receivable, raises and pays invoices, reconciles bank and ledger accounts, and enters transactions into accounting software such as Xero or MYOB. They also process expenses, assist with payroll data and month-end tasks, and maintain accurate financial records. It is a detail-focused office role that keeps the day-to-day finances of a business running smoothly.

Q: What award covers accounts clerks in Australia?

Most accounts clerk positions are covered by the Clerks – Private Sector Award 2020 (MA000002), which sets minimum pay, penalty rates and conditions for clerical and administrative employees in the private sector. Some businesses may instead be covered by an enterprise agreement. Always confirm which instrument applies to your specific operation.

Q: What classification level should I use for an accounts clerk?

Under the Clerks – Private Sector Award, accounts clerks are typically classified around Level 2 to Level 3, progressing with experience and the range of duties performed — maintaining a set of accounts is a Level 3 indicator. For FY2026/27, Level 2 ordinary rates are around \$29.45 to \$30.00 per hour and Level 3 is around \$31.11 per hour. See our classification levels explainer and the Clerks Award pay rates guide for current rates at each level.

Q: Do I need to include pay rates in a job description?

It's not legally required, but including indicative pay rates can attract more applicants and set clear expectations. You can reference the applicable award rate or use phrases like 'Award rates plus superannuation' or 'Competitive hourly rate based on experience.' Check the current Clerks Award rates for guidance.

Qualifications

Q: Do accounts clerks need a formal qualification?

No formal qualification is legally required to work as an accounts clerk. Many roles are entry to intermediate level with on-the-job training. A Certificate III or IV in Accounts Administration or bookkeeping is advantageous, as is prior experience in accounts payable, accounts receivable or bookkeeping, but strong numeracy, accuracy and software skills matter most.

Q: Does an accounts clerk need to be a registered BAS agent?

No. Clerical accounts work does not require BAS agent registration. However, a bookkeeper who prepares and lodges Business Activity Statements on a client's behalf for a fee may need to be a registered BAS agent with the Tax Practitioners Board. That responsibility sits beyond a standard accounts clerk role, so clarify the scope of duties in your job description.

Q: What qualifications should I require vs prefer for an accounts clerk?

Mandatory requirements usually include working rights in Australia, strong numeracy and accuracy, and familiarity with accounting software such as Xero or MYOB. Preferred qualifications include a Certificate III or IV in Accounts Administration and previous accounts experience. Avoid over-qualifying entry-level positions, as it narrows your candidate pool unnecessarily.

Q: Can I hire an accounts clerk without experience?

Yes. Junior accounts clerk roles are a common entry point into finance, and many businesses hire and train staff without prior experience. Focus on numeracy, attention to detail, reliability and a willingness to learn accounting software. Clear job descriptions help candidates understand the day-to-day tasks and self-select appropriately.

Employment

Q: Should I hire a casual or permanent accounts clerk?

This depends on your workload. Casual accounts clerks offer flexibility for short-term or variable needs but attract a 25% casual loading under the Clerks – Private Sector Award. Permanent part-time or full-time staff provide continuity for ongoing accounts payable, receivable and month-end work. Many businesses use a mix — permanent staff for core duties and casuals for busy periods or leave cover.

Q: What is the minimum shift length for a part-time accounts clerk?

Under the Clerks – Private Sector Award (MA000002), part-time employees are entitled to a minimum engagement of 3 hours per shift. Confirm the current minimum engagement and any agreed regular pattern of hours that applies to your business before setting shorter shifts. Use award interpretation software to help apply the rules correctly.

Q: What penalty rates apply to accounts clerks?

Under the Clerks – Private Sector Award, penalty rates apply for evening, weekend and public holiday work, along with overtime once ordinary hours are exceeded. Because most accounts clerks work standard business hours, penalties apply less often than in shift-based roles. Use our overtime and penalty rate calculator to estimate costs for any additional hours.

Q: What should I include in an accounts clerk employment contract?

Key elements include: position title and classification level, employment type (casual, part-time or full-time), hourly rate, applicable award, reporting structure, main duties and required skills such as accounting software proficiency. For casuals, include the 25% casual loading; for part-timers, note the agreed hours and minimum engagement. Confirm the details that apply to your business before finalising the contract.

Rostering

Q: How far in advance should I provide rosters to office and admin staff?

Award and agreement rostering rules vary, so confirm the notice period that applies to your business. As a general practice, providing rosters at least 7 days in advance gives office staff visibility of their hours. Using rostering software helps ensure compliance and reduces last-minute changes.

Q: How do I roster accounts clerks around month-end peaks?

Plan additional hours or extra staff around payment runs, invoicing cycles and month-end, when the workload is heaviest. Use rostering tools to track hours, manage additional shifts and keep an eye on overtime during busy periods. This keeps reporting deadlines on track without overloading individual staff.

Q: What breaks are accounts clerks entitled to?

Break entitlements are set by the applicable award or agreement and generally include a meal break for shifts beyond a set length. Set clear break policies and ensure staff record their time accurately. Use time and attendance tools to support compliance and keep accurate records of hours worked.

Q: How do I manage accounts clerk availability for rostering?

Collect availability preferences during onboarding and update them regularly, especially for part-time and casual staff. Use HR software and rostering tools to track when each person can work and any recurring commitments. Set clear policies about minimum availability and how to request changes, which simplifies planning and reduces gaps around busy periods.