

Financial Clerks

SOC: 43-3021 • Career Profile Report

■ Key Facts

\$48,650 Median Salary	58,300 Employment	-5.0% Growth Rate
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■ Requirements & Salary Range

Education: High school diploma

■ Automation Risk Assessment

Medium Risk - 50.0% probability of being automated in the next 10-20 years.
This job has some routine elements but still requires human judgment and interaction.

■ Work-Life Balance

8.7/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

■ Top Skills Required

Communication skills, Math skills, Organizational skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Financial Clerks typically perform the following tasks:

- Verify accuracy of billing data and revise any errors.
- Resolve discrepancies in accounting records.
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.
- Operate typing, adding, calculating, or billing machines.
- Post stop-payment notices to prevent payment of protested checks.
- Verify signatures and required information on checks.
- Keep records of invoices and support documents.
- Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods.
- Contact customers to obtain or relay account information.
- Route statements for mailing or over-the-counter delivery to customers.
- Monitor equipment to ensure proper operation.
- Fix minor problems, such as equipment jams, and notify repair personnel of major equipment problems.
- Review documents, such as purchase orders, sales tickets, charge slips, or hospital records, to compute fees or charges due.
- Track accumulated hours and dollar amounts charged to each client job to calculate client fees for professional services, such as legal or accounting services.
- Weigh envelopes containing statements to determine correct postage and affix postage, using stamps or metering equipment.
- Consult sources, such as rate books, manuals, or insurance company representatives, to determine specific charges or information such as rules, regulations, or government tax and tariff information.
- Compare previously prepared bank statements with canceled checks and reconcile discrepancies.
- Take orders for imprinted checks.
- Encode and cancel checks, using bank machines.
- Load machines with statements, cancelled checks, or envelopes to prepare statements for distribution to customers or stuff envelopes by hand.

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Source: <https://www.bls.gov/ooh/office-and-administrative-support/financial-clerks.htm>