

Financial Clerks

SOC: 43-3021 • Career Profile Report

■ Key Facts

\$48,650

Median Salary

58,300

Employment

-5.0%

Growth Rate

■ 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 perform administrative and clerical tasks **related to financial transactions, recordkeeping, and reporting**. They ensure accurate processing of payments, invoices, and financial records, supporting businesses, government agencies, and financial institutions.

This career is well suited for individuals who enjoy working with numbers, organization, and detail-oriented administrative work.

What Do Financial Clerks Do?

Financial clerks process, verify, and maintain financial records and transactions.

Common responsibilities include:

- Recording and processing payments, invoices, and receipts
- Maintaining ledgers, spreadsheets, and financial databases
- Reconciling accounts and verifying financial data
- Preparing reports and summaries for management or regulatory compliance
- Responding to customer or client inquiries about financial transactions
- Ensuring accuracy and compliance with financial policies and procedures
- Assisting with audits and internal controls

Key Areas of Financial Clerical Work

Financial clerks may focus on specific functions:

- Accounts Receivable: Processing incoming payments and invoices
- Accounts Payable: Managing outgoing payments to vendors and suppliers
- Banking and Transactions: Handling deposits, withdrawals, and financial records
- Recordkeeping and Reporting: Maintaining accurate ledgers and preparing financial summaries
- Customer and Client Support: Assisting with financial inquiries and problem resolution

Skills and Abilities Needed

Financial clerks combine numerical accuracy with organizational and clerical skills.

Core Professional Skills

Personal Qualities That Matter

Education and Career Pathway

This role typically requires formal education and on-the-job training:

- High School Diploma or GED: Basic math, typing, and computer skills
- On-the-Job Training: Learning company-specific procedures and financial systems
- Professional Certifications (optional): Bookkeeping, accounting, or financial software credentials
- Continuous Learning: Staying current with financial regulations, software, and reporting standards

Where Do Financial Clerks Work?

They are employed across organizations that handle financial transactions:

- Banks and Credit Unions
- Accounting and Financial Services
- Corporations and Small Businesses
- Government Agencies
- Nonprofit Organizations

Work environments may include offices, financial institutions, or remote work settings.

Is This Career Difficult?

This career requires accuracy, attention to detail, and organizational skills. Financial clerks must manage repetitive tasks, meet deadlines, and ensure compliance with financial procedures and regulations.

Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy working with numbers and financial data
- Are detail-oriented and organized
- Have good communication and customer service skills
- Can follow procedures and maintain accurate records
- Want a career supporting business or financial operations

How to Prepare Early

- Take courses in math, accounting, or business in high school or college
- Gain experience with spreadsheets, bookkeeping, or office software
- Seek internships or part-time positions in finance or administrative roles
- Develop attention to detail and organizational skills
- Learn financial systems and basic accounting principles

Financial clerks support the smooth operation of financial processes, maintaining accurate records, processing transactions, and ensuring accountability within organizations.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

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