

BANKING, INSURANCE AND OTHER FINANCIAL CLERKS (NOC: 1434)



Banking, insurance and other financial clerks compile, process and maintain banking, insurance and other financial information. They are employed by banks, credit companies, private and public insurance establishments, investment firms and other financial establishments throughout the private and public sectors.

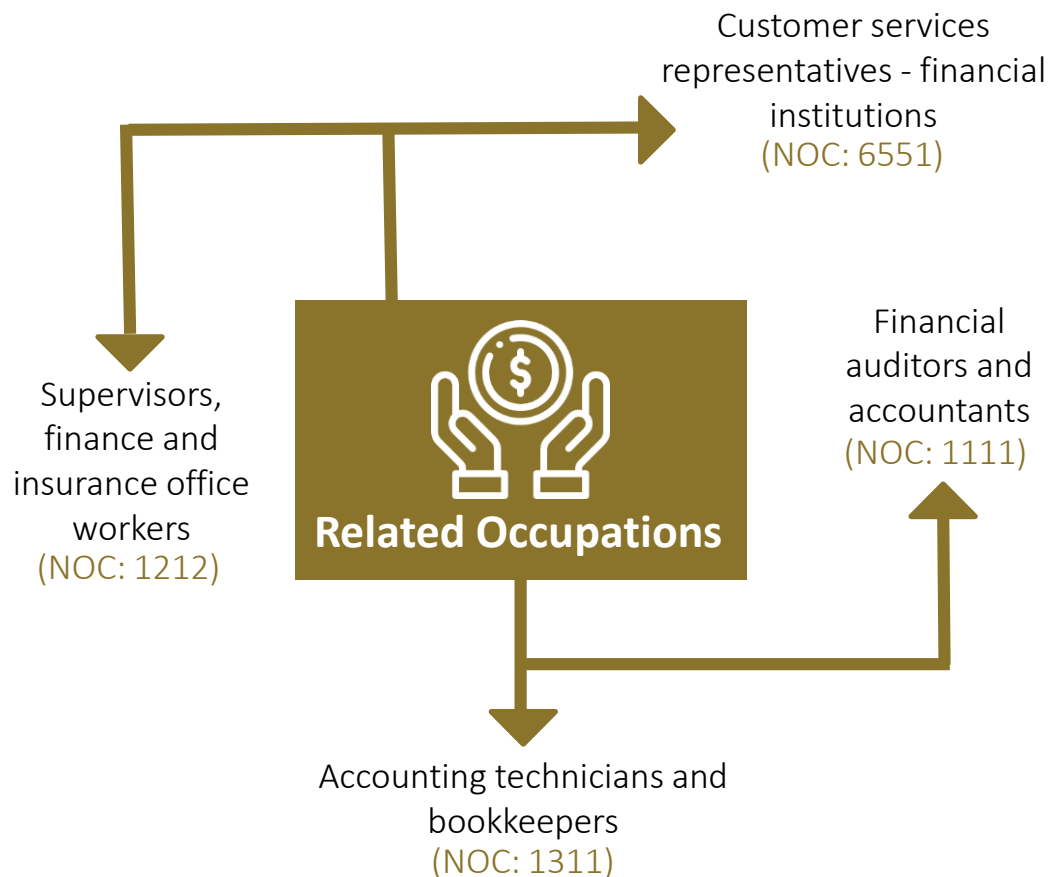
A business college diploma may be required.



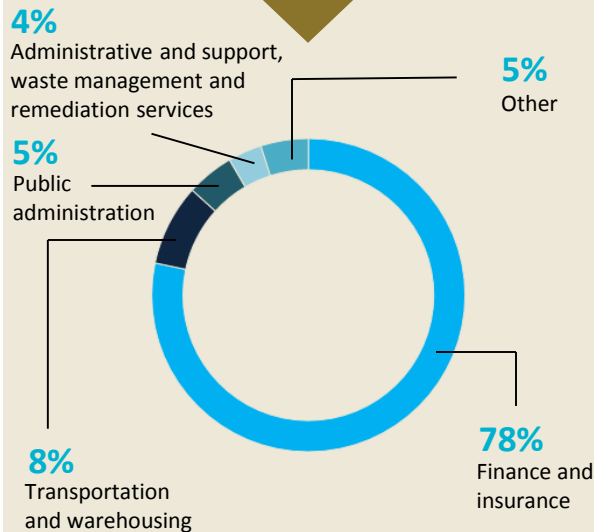
On-the-job training and **short-term training courses** or programs specific to the financial establishment are usually required.



Work Prospects
(2018 - 2020): **Good**



Employment by Industry



Examples of duties performed

- Compile records of deposits, withdrawals, loan and mortgage payments, cheques and purchase, sale and exchange of securities
- Process loan and mortgage applications, loan and mortgage payments, retirement savings plan applications, term deposits, drafts and money orders
- Verify and balance automatic teller machine transactions and ledger entries, calculate service charges and interest payments and notify customers regarding account discrepancies and captured bank cards
- Answer enquiries and provide information on banking products, policies and services
- May sell drafts, money orders, travellers' cheques and foreign currency, rent safety deposit boxes and open and close savings, chequing and other accounts.



Sample Job Titles

Dividend calculation clerk
Insurance clerk – financial sector
Ledger control clerk

143

Job Openings
2017-2026

\$18.46

Median
Wage
(per hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

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