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# Example of Contract Staff Job Description

Our innovative and growing company is looking for a contract staff. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contract staff

* Provide support to users, daily system support
* Ensure all issues are appropriately addressed in timely manner
* Work with infrastructure partner to ensure the infrastructure where the systems operating on are at optimal level at all times
* Work with vendors, upstream and/or downstream systems support to deliver optimal and integrated solutions
* Keep updated with standards and ensure appropriate standards is applied to all supported systems
* Ensure work products are in full compliance with standards
* Upload monthly subsidiary financial statements into PeopleSoft and check for account balance discrepancies
* Complete investment, minority interest and intercompany reconciliations and fixed asset rollforward
* Complete quarterly subsidiary statement of cash flows and fluctuation analysis
* Prepare Eagle Park monthly financials with all balance sheet reconcilations and quarterly cash flows

## Qualifications for contract staff

* Analyze and reconcile Intercompany transactions, working closely with global finance team
* Review of Bank transactions, and subsequent reconciling and posting to General Ledger
* Develop and review liability accruals
* Review contracts to determine cost incurred and related accruals
* Maintain the listing of fixed assets and related depreciation
* Month end financial statement compilation