Downloaded from <https://www.velvetjobs.com/job-descriptions/temporary-accounting>

# Example of Temporary Accounting Job Description

Our innovative and growing company is hiring for a temporary accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for temporary accounting

* All facets of sales accounting in order to keep billing and collections current
* Assist Accounts Payable with reconciling all Vendor statements
* Assist with month-end G/L closing
* Post all cash receipts and/or check payments
* Processes all IDB (Internet Direct Bookings) refunds
* Filling for the Accounting Team & CFO
* Ability to meet deadlines with a great sense of urgency and accuracy
* Responsible for various accounting related functions
* Reviews, maintains, and monitors Accounts Payable system
* Reconciles monthly statements and various general ledger accounts

## Qualifications for temporary accounting

* A bachelor's degree and previous experience in an office administrative setting or the equivalent combination of education, training and experience from which comparable skills can be acquired
* Sedentary work – Exerting in excess of 10 pounds of force occasionally, and/ or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects
* Obtain and expand knowledge base in area of expertise
* High school diploma or its equivalent with 3 or more years of prior accounting support experience required
* Ability to learn and utilize specialized software, per office/team requirements, such as Navision, Star
* Keen sense of accuracy and attention to detail, ability to follow directions / procedures required, work in a fast-paced, time sensitive environment with frequent interruptions