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# Example of Temporary Clerk Job Description

Our company is hiring for a temporary clerk. 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 temporary clerk

* Assist with creating and faxing credit reference inquiries
* Create labels for customer A/R folders
* Assist with distributing monthly customer statements
* Assist with consolidating A/R file cabinets
* Perform ancillary functions as assigned by Credit Manager
* Build and maintain spreadsheets
* Compile and sort documents, such as movement forms and checks, substantiating business transactions
* Verify and post details of business transactions, such as funds received and total accounts
* Enter alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen
* Compare data entered with source documents, or re-enters data in verification format on screen to detect errors

## Qualifications for temporary clerk

* Directing inbound calls
* Light accounts Payable type work
* High school education or GED is required
* Delete incorrectly entered data, and re-enters correct data
* Reconcile differences/errors with farm managers
* Special analysis as needed