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# Example of Temporary Clerk Job Description

Our growing company is looking for a temporary clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for temporary clerk

* Running transactions
* Pairing letters with titles
* Administrate invoices received and scan it into the system timely
* Communication/Follow up with vendor on invoicing, payment, bank detail, supporting document
* Invoice translation and GL coding (if required) and sanity checking against local regulatory requirement
* Review on submitted T&E report/receipts and take follow-up actions
* Support in payment preparation (manual payment, cheque delivery)
* Attend to vendors/office team on payment related matters
* Maintain/archive physical document as per local requirement (invoice, concur, receipt)
* Document submission to local authority

## Qualifications for temporary clerk

* Must have computer skills especially with MS office
* Communicate and provide guidance to our local team on company’s T&E policy and process
* A minimum of 2 years work experience in a similar position
* Education in finance/accounting preferable
* Able to organize, prioritize even with multiple tasks at same time
* Strong sense of responsibility and self-motivated