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# Example of Temporary Clerk Job Description

Our company is growing rapidly and 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

* Pull information from a computer program and give reports to the students
* Receives and processes vendor invoices as part of preparation for payments
* Vendor invoice initial processing (receiving, organizing, coding, scanning and filing)
* Will do data entry, research purchase orders and identify invoice discrepancies
* Verifies invoices for quantity, unit pricing and communicate with warehouse for discrepancy issues
* Assist in preparing credit memos
* Receive, review, pack, and process outbound orders as assigned from internal departments and implement information as necessary into the business unit's inventory tracking tool
* Ensure efficient use of warehouse space for all products, while keeping the assigned workplace clean, which may include emptying trash and sweeping floor
* Understand and support all departmental operating policies and procedures relating to receiving procedures
* Assist QA Manager with training

## Qualifications for temporary clerk

* We will not be able to sponsor a work permit, you should be a Citizen of the Philippines or with an eligible work permit to work in the Philippines
* 1 to 3 yrs accounts payable and/or receivable experience
* Familiarity with Microsoft Office (Excel, Word and Outlook)
* Familiarity with accounting terms
* Knowledge of data entry into SAP is a plus
* Strong visual accuracy