**Temporary Accounting Support Specialist**

**General Description:** Supports the organization's accounting functions. Maintains up-to-date and accurate records of daily transactions, accounts receivable, accounts payable, inventories, payroll, and various other records. May handle cash and other forms of payment.

# Job Responsibilities

* Performs finance and business activities according to established procedures.
* Updates records and systems including both enterprise business systems and general spreadsheets.
* Records and tracks expenses and revenue for department or area.
* Maintains and reconciles data within relevant system.
* Receives, posts, and deposits income to appropriate accounts.
* Coordinates bank runs and requests. Verifies cash from the bank and other departments.
* Calculates payments and reconciles with various cashiering systems.
* Processes invoices, payments, internal billings or transfers.

# Qualifications

Knowledge of finance and business basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED and at least 1 year of related work experience.

*This document describes the general nature and level of work being performed by people assigned to this job. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*