

## Accounting Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.00 to \$30.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half Contracts Finance & Accounting is seeking an Accounting Assistant to join a large and well-known construction firm in the Sacramento area! This Accounting Assistant will be working directly with the Controller.

The daily duties would include but not be limited to:

Bookkeeping and Accounting for multiple related entities.

? Process bank deposits and payments. Process accounts payable, including tracking expenditures budgets.

? Collect, verify and record rent payments collected through an online portal and maintain spreadsheets.

? Reconcile bank accounts.

? Complete special projects as assigned.

The ideal candidate would be able to work onsite, full-time, and have experience working with QuickBooks software, be a good communicator, reliable with attendance and eager to learn. This position will allow for room for growth and be a fast-paced environment with hands on training. If you feel this is the job for you to excel, apply today!

### Requirements

- Must be highly skilled in time management and have verbal and written communication skills
- Intermediate knowledge of spreadsheet and reporting applications
- Prior bookkeeping experience desired
- High attention to detail as well as critical thinking and problem-solving skills

If you have immediate availability and meet the qualifications, you may be the candidate we've been searching for and we encourage you to contact us today!

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

---

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**