

Sacramento Employment and Training
Agency (3502)
To: Employment Counselor
Date: 01/25/2020



94203
Sacramento,, CA, 94203

Bookkeeper

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: DOE
Employment status: Temporary

Description

Accountemps is looking for a bookkeeper with strong social skills and a collaborative work style. If you combine dynamic communication skills with a positive attitude and a professional demeanor, then you may thrive in this position. Contact us today.

Your responsibilities in this role

- Develop a well-organized system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Maintain accounts by verifying, allocating, and posting transactions
- Balance accounts by reconciling entries
- Maintain and balance general ledger
- Maintain quality historical records by filing documents
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Craft Accounts Receivable invoices, reviewing payments received and record deposits

Requirements

Qualifications that we're looking for

- BS Degree in Accounting, Finance or Business Administration
- 2+ years related work experience as a bookkeeper
- Experience using accounting software

Accountemps matches highly skilled professionals with accounting finance jobs at the best companies on a temporary and temporary-to-hire basis. Our mission is to provide you with a rewarding finance or accounting job that is well matched to your professional skills – helping you to advance in your career. Our experience, combined with the resources of our worldwide network of offices, makes Accountemps a great resource for your career. We offer excellent opportunities to find temporary accounting and finance jobs for all experience levels. From accounting clerks and bookkeepers to accounts payable and staff accountants, we can provide you unparalleled access to exciting career opportunities. But don't take our word for it. Our company has appeared on Fortune® magazine's list of "World's Most Admired Companies" since 1998, and 9 out of 10 of our customers would recommend our service to a colleague.

Contact your local Accountemps office at 888.490.3195 or visit www.accountemps.com to apply for this job now or find out more about other job opportunities.

All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

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

This Job Posting will expire in 10 days.