

## 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:** \$28.00 to \$30.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half Contracts Finance & Accounting Division is seeking a bookkeeper to join a family-owned construction firm in the Sacramento area! This bookkeeper would essentially be the Office Manager handling all bookkeeping and maintaining the office. Daily duties would include:

Working out of QuickBooks and Paychex software  
Accounts payable and daily invoicing  
Light reconciliation  
Collecting timesheets and processing through paychex  
Assist in month end and year end closing with CPA  
Ordering office supplies and answering phones

This is a fulltime position on site that comes with flexible hours and competitive pay. The ideal candidate would have 2-3 years of bookkeeping experience (construction industry a plus!), QuickBooks knowledge, excellent verbal and written communication skills and can lead a small office. If you feel this is the job for you to thrive, apply today!

### Requirements

- BS Degree in Accounting, Finance or Business Administration preferred
- Previous experience as a bookkeeper preferred
- Prior experience using accounting software
- QuickBooks experience desired
- Expertise in Microsoft Excel

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

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