

## Full Charge 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:** \$28.50 to \$33.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you multi-task effectively and have strong communication, organizational, and time-management skills, you might be a good fit for this Full Charge Bookkeeper opportunity with growth potential. Robert Half is hiring a Full Charge Bookkeeper, and you might be the perfect candidate. The Full Charge Bookkeeper position is a long-term contract / temporary opportunity in Sacramento, California. If you think you have what it takes to be responsible for all general accounting and bookkeeping functions, including the preparation of financial statements, as well as establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives, you might be a good candidate for this job.

#### Responsibilities

- Performing reconciliations for bank and general ledgers, as well as payroll processing
- Performing accounts payable and accounts receivable functions, including collections
- Assembling the trial balance and financial statements, including balance sheet and income and cash flow statements
- Ensuring correct and punctual monthly, quarterly and year end close
- Supervising accounting clerks and entry-level bookkeepers
- Following progress of fixed assets to prepare depreciation schedules
- Maintaining knowledge of current federal, state, and local legal requirements, ensuring adherence to them, filing reports, and communicating with management on needed actions
- Preserving historical records through accurate filing of documents

### Requirements

- Ability to multitask and communicate well with individuals of all backgrounds
- Billing experience
- Accounts Receivable (AR) experience required
- Deep understanding of Credit Card Reconciliation
- Knowledge of QuickBooks (Desktop)
- Bank reconciliations experience highly desired
- General familiarity with month end closings
- Well-founded grasp of in-house payroll
- Credit Card Statements experience preferred

- Proven knowledge of payroll for under 100 employees
- Strong organization skills
- High school diploma or equivalent required, and AA degree or higher in Accounting or Business preferred
- Excel and Peachtree experience a plus
- Background in payroll preferred
- Can work independently with minimal supervision
- Proficient at analyzing financial data and promptly creating accurate reports
- Knowledgeable of accrual and cash basis of accounting
- 3 or more years of experience in the bookkeeping field
- Show the ability to adapt and learn new techniques and skill sets when required

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