

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: Contract / Temporary

Description

We are looking for a bookkeeper for a Silver Spring client. The job is a possible long-term temporary role.

Duties include:

- General bookkeeping: Entering transactions, categorizing, and reconciling all bank and credit card accounts
- Preparing financial statements
- Payroll processing and filing of all state and federal payroll taxes
- Preparing and filing annual W-2's and 1099's.
- Processing accounts payable and accounts receivable

Requirements

3 plus years of bookkeeping and Quickbooks experience is a must.

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