

## 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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