

## Accounting Assistant

**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

Robert Half is looking for an Accounting Assistant to join a dynamic company. As the Accounting Assistant you will perform bookkeeping and accounting tasks to support the accounting and finance departments. Responsibilities include reconciling bank records, drafting financial documents, invoicing customers, and collecting payments. This is the Accounting Assistant opportunity for you if you have a high level of attention to detail and accuracy!

How you will make an impact

- Perform day-to-day accounting duties including Accounts Receivable, Accounts Payable, and payroll, payroll tax filings, booking journal entries, reconciling credit card and bank account
- Settle financial books including incoming and outgoing funds
- Collaborate with clients via phone and email as necessary
- Own the bookkeeping processes of the company
- Perform administrative duties as necessary
- Assist Accounting team in the creation and editing of financial documents
- Evaluate financial budgets and track expenses

### Requirements

- Intermediate knowledge of spreadsheet and reporting applications
- Bachelor's Degree in Accounting or a related field of study preferred
- Exceptional verbal and written communication skills and time management
- Bookkeeping experience desired
- Critical thinking and problem-solving skills, as well as high attention to detail

We want to hear from you if you have the right skills for this role and are available to start immediately!

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.**