

Jr. Accountant

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

An entry-level Accountant position is available through Robert Half. This position would best suit a candidate with a positive attitude and who enjoys working with Excel. This opportunity is for a short-term contract / temporary entry-level Accountant position and is located in Washington, District of Columbia. You will report to the Accounting Manager, and be responsible for data entry, financial statement review, and Excel spreadsheet creation and manipulation. Reach out if you want to join a dynamic team with opportunity for future growth. If you want more information about this exciting venture, get in touch with us today.

Responsibilities

- Reconciling and leveling general ledger accounts
- Analyzing and adjusting account discrepancies
- Prepare journal entries monthly
- Aiding in audit fieldwork for both operational and financial audits
- Data entry
- Carrying out alternate duties and taking part in special projects as assigned
- Helping with full cycle Accounts Payable and Accounts Receivable processes

Requirements

- Detailed and have the ability work independently
- AA degree or BS/BA degree in Accounting, Finance or Business preferred
- Outstanding data entry skills
- Strong communication and interpersonal skills
- Foundational knowledge in Financial Edge
- Accounts Payable (AP) experience
- Strong familiarity with QuickBooks
- Expertise in Expense Reporting
- Experience with Microsoft Excel
- 1 year of relevant accounting experience necessary
- Desire to thrive in scenarios of team-based work or independent tasks, always looking to learn more and take initiative on a number of different projects and tasks
- Intermediate knowledge of Microsoft Excel (PivotTables, vlookups) is preferred

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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.