The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 03/28/2024

Robert Half®
is now hiring!

20901

Silver Spring, MD, 20901

## 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:** $24.00 to $32.00 hourly
**Employment status:** Contract / Temporary

**Description**

Robert Half has an exciting opportunity for a professional Bookkeeper with organization chops to join the efforts of a growing organization.

We are seeking a Bookkeeper with great interpersonal skills and a background in accounting to join our team. A contract / temporary position, this Bookkeeper role would be located in the Silver Spring, MD region. The role will be set for a hybrid schedule (mix of in-office work days and remote work days).

Learn more about this fantastic opportunity! If you have experience with A/P, A/R, General ledger, and financial reporting, then this may be the right Bookkeeper role for you.

Your responsibilities

- Arrange financial reports by collecting, analyzing, and summarizing account information

- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures

- Appease accounts by balancing entries

- Maintain accounts by verifying, allocating, and posting transactions

- Preside over and review general ledger

- Maintain quality historical records by filing documents

- Craft Accounts Receivable invoices, reviewing payments received, and record deposits

**Requirements**

- 2+ years of previous experience as a Bookkeeper

- QuickBooks experience desired

- Knowledge of CPA Firm

- Prior experience using accounting software

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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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.**