

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

Robert Half has an immediate need for a proven Bookkeeper. If you have prior experience in A/P, A/R, General ledger, and financial reporting, then you may want to apply for this Bookkeeper opportunity. This short-term contract / temporary position is a great opportunity for a Bookkeeper who wants to work in the Rockville, Maryland area.

Key responsibilities

- Be responsible for accounts by verifying, allocating, and posting transactions
- Craft Accounts Receivable invoices, reviewing payments received, and record deposits
- Look after archived records by categorizing documents
- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Maintain and balance general ledger
- Monitor accounts by balancing entries
- Produce financial reports by collecting, analyzing, and summarizing account information

Requirements

- Previous experience using accounting software
- BS Degree in Accounting, Finance or Business Administration preferred
- 3+ years of previous experience as a Bookkeeper
- QuickBooks experience desired
- Command of Sage Accounting Software

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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.

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