

## 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:** \$21.21 to \$24.56 hourly  
**Employment status:** Contract / Temporary

### Description

This open Bookkeeper position through Robert Half is a great opportunity for someone looking to further their career while working closely on a team. If you're proficient with A/P, A/R, General ledger, and financial reporting, then this Bookkeeper role may be a great fit for you. Do not miss this long-term contract / temporary opportunity to work as a Bookkeeper in the Washington, District of Columbia area.

Your responsibilities

- Prepare financial reports by collecting, analyzing, and summarizing account information
- Balance accounts by reconciling entries
- Sustain collections of historical records by organizing documents
- Conduct and manage the general ledger
- Be responsible for accounts by verifying, allocating, and posting transactions
- Outline Accounts Receivable invoices, reviewing payments received, and record deposits
- Organize a structured method to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures

### Requirements

- Proficiency in bookkeeping
- Accounts Receivable (AR) experience required
- Experience with Microsoft Excel
- Adeptness in QuickBooks
- Comprehensive knowledge of Accounts Payable (AP)
- Data entry experience preferred
- Experience using accounting software
- Previous experience as a Bookkeeper preferred
- BS Degree in Accounting, Finance or Business Administration preferred

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**This Job Posting will expire in 10 days.**