

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: \$21.38 to \$24.75 hourly

Employment status: Contract / Temporary to Hire

Description

Grow your career with a fulfilling Bookkeeper position that Robert Half has available. 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. This Bookkeeper position will be located in the Lanham, Maryland area and will be a long-term contract / temporary to hire opportunity. Contact us today.

What you get to do every single day

- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Examine payments received and record deposits
- Sustain collections of historical records by organizing documents
- Oversee and manage general ledger
- Monitor accounts by balancing entries
- Maintain accounts by verifying, allocating, and posting transactions

Requirements

- Prior experience working with collections/accounting software
- BS Degree in Accounting, Finance or Business Administration preferred
- Previous experience as a Bookkeeper preferred
- Accounts Payable (AP) experience desired
- Proven knowledge of Work Orders
- Foundational knowledge in Construction Accounting
- Experience with Construction Industry Experience
- Well-founded grasp of Vendor Relations
- Proficiency in Service Agreements
- Knowledge of Purchasing Procurement

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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.