



is now hiring!

<b>Bookkeeper</b>	
<b>Benefits:</b> 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.	<b>Salary range:</b> \$20.90 to \$24.20 hourly <b>Employment status:</b> Contract / Temporary
<b>Description</b>	
If you're a Bookkeeper with strong interpersonal skills, a background in accounting and enjoy working in a group environment, you may be the candidate we are looking for. Based in the Herndon, Virginia region, the company offering this short-term contract / temporary position provides an excellent work environment where effort is rewarded. Robert Half is seeking a detail oriented Bookkeeper with excellent communication tactics and a can-do attitude to build their career with a thriving company. This role is worth checking out! 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	
<ul style="list-style-type: none"><li>- Craft Accounts Receivable invoices, reviewing payments received, and record deposits</li><li>- Maintain and balance general ledger</li><li>- Support accounts by verifying, allocating, and posting transactions</li><li>- Supervise bookkeeping policies and procedures, along with developing a framework to track financial transactions with an established chart of accounts</li><li>- Balance accounts by reconciling entries</li><li>- Look after archived records by categorizing documents</li><li>- Put together financial reports by collecting, analyzing, and summarizing account information</li></ul>	
<b>Requirements</b>	
<ul style="list-style-type: none"><li>- Basic Bookkeeping experience</li><li>- BS Degree in Accounting, Finance or Business Administration preferred</li><li>- Previous experience as a Bookkeeper preferred</li><li>- Previous experience using accounting software</li></ul>	
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.	
Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.	
Questions? Call your local office at 1.888.490.3195. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals. Visit <a href="https://roberthalf.gobenefits.net/">https://roberthalf.gobenefits.net/</a> 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.

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