

## 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:** \$19.79 to \$22.91 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half has an immediate need for a talented Bookkeeper. If you have worked with A/P, A/R, General ledger, and financial reporting, then you may be the right candidate for this Bookkeeper opportunity. Located in the Mclean, Virginia area, this Bookkeeper position is a contract to hire opportunity that you do not want to miss.

### Responsibilities

- Appease accounts by balancing entries
- Put together financial reports by collecting, analyzing, and summarizing account information
- Craft Accounts Receivable invoices, reviewing payments received, and record deposits
- Uphold quality historical records by filing documents
- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Preside over and review general ledger
- Support accounts by verifying, allocating, and posting transactions

### Requirements

- BS Degree in Accounting, Finance or Business Administration preferred
- Previous experience as a Bookkeeper preferred
- Prior experience working with accounting software
- Solid understanding of QuickBooks

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. 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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

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