

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: \$25.65 to \$29.70 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking a Bookkeeper with dynamic communication skills, a positive attitude, and a detail oriented demeanor for a role. Strong social skills and a collaborative work style are a must for this position. Contact us today if you feel like you'd be a good fit. This Bookkeeper position will be located in the Reston, Virginia area and will be a contract opportunity.

Responsibilities

- Maintain and balance general ledger
- Balance accounts by reconciling entries
- Put together financial reports by collecting, analyzing, and summarizing account information
- Design Accounts Receivable invoices, analyzing payments received, and record deposits
- Maintain quality historical records by filing documents
- Maintain accounts by verifying, allocating, and posting transactions
- Organize a structured method to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures

Requirements

- BS Degree in Accounting, Finance or Business Administration preferred
- Earlier experience working with various types of accounting software desired
- Previous experience as a Bookkeeper preferred
- Proficiency in Microsoft Office Application
- Solid understanding of Accounts Payable (AP)
- Accounts Receivable (AR) experience
- Microsoft Dynamics GP experience

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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.

This Job Posting will expire in 10 days.