

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

Description

Are you a Bookkeeper with amazing people skills? If you have an affinity for group work and have a background in accounting, we may have an opportunity that may highly interest you. This Bookkeeper role would be a contract position, located in the Fairfax, Virginia area. Robert Half is looking for an experienced Bookkeeper with excellent communication and organizational skills to join a dynamic, growing company. Find out more about this available role! If you have experience with A/P, A/R, General ledger, and financial reporting, then this may be the right Bookkeeper role for you.

Key responsibilities

- Prepare financial reports by collecting, analyzing, and summarizing account information
- Oversee accounts by verifying, allocating, and posting transactions
- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Balance accounts by reconciling entries
- Craft Accounts Receivable invoices, reviewing payments received, and record deposits
- Sustain collections of historical records by organizing documents
- Preside over and review general ledger

Requirements

- Previous experience as a Bookkeeper preferred
- Comprehensive knowledge of Quickbooks Online
- BS Degree in Accounting, Finance or Business Administration preferred
- Earlier experience working with various types of accounting software desired

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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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