

## 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:** \$23.75 to \$27.50 hourly  
**Employment status:** Contract / Temporary

### Description

If you're an experienced Bookkeeper with cutting edge organizational skills and a can-do attitude, Robert Half has an excellent opportunity at a growing firm for you to check out! To excel in this position, you should be comfortable with collaborative work and possess a strong set of social skills. If this sounds like you, be sure to contact us. This Bookkeeper position is being offered as a contract opportunity, and will be located in the McLean, Virginia area.

What you get to do every single day

- Preside over an efficient system to track financial transactions and define policies and procedures for bookkeeping
- Balance accounts by reconciling entries
- Assemble financial reports by collecting, analyzing, and summarizing account information
- Preside over and review general ledger
- Uphold quality historical records by filing documents
- Maintain accounts by verifying, allocating, and posting transactions
- Craft Accounts Receivable invoices, reviewing payments received, and record deposits

### Requirements

- BS Degree in Accounting, Finance or Business Administration preferred
- Previous experience as a Bookkeeper preferred
- Solid understanding of Intacct
- Experience using accounting software

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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.**