

## 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:** \$28.50 to \$33.00 hourly

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

### Description

Do you have your eye on the Tax Consulting industry and enjoy working on a team? Robert Half has an opening available for a Bookkeeper with a reputable company. If you have experience with A/P, A/R, General ledger, and financial reporting, then this may be the right Bookkeeper role for you. The contract to hire Bookkeeper will work in the Vienna, Virginia area.

#### Key responsibilities

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

### Requirements

- Command of Accounts Payable (AP)
- Adeptness in financial statement preparation
- Comprehensive knowledge of CPA Firm
- Demonstrated knowledge of Basic Bookkeeping
- General familiarity with full charge bookkeeping
- Good understanding of Quickbooks Premier
- Bookkeeping Functions experience highly preferred
- Foundational knowledge in general ledger
- Practical knowledge of Full Charge Bookkeeping
- Earlier work involving Quickbooks Online
- Strong familiarity with Accounts Receivable (AR)
- General Ledger System experience highly desired

- Background working with bookkeeping
- BS Degree in Accounting, Finance or Business Administration preferred
- Previous experience as a Bookkeeper preferred
- Prior experience working with 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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**This Job Posting will expire in 10 days.**