

## 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 to Hire

### Description

Robert Half has partnered with an esteemed firm to bring an experienced Bookkeeper onto their rapidly-growing team. Having a strong set of social skills and a team work ethic would make you a prime candidate for this position. If you think you'd be a good fit for this position, feel free to contact us. This is a contract to hire Bookkeeper position is based in the Falls Church, Virginia region.

What you get to do every day

- Examine payments received and record deposits
- Arrange financial reports by collecting, analyzing, and summarizing account information
- Support quality archived records by filing documents
- Appease accounts by balancing entries
- Oversee and maintain a well-run system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Conduct and manage the general ledger
- Be responsible for accounts by verifying, allocating, and posting transactions

### Requirements

- Quickbooks Online experience desired
- Previous experience as a Bookkeeper preferred
- Prior experience using accounting software
- BS Degree in Accounting, Finance or Business Administration preferred

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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.**