

## 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:** DOE

**Employment status:** Contract / Temporary

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### Description

Robert Half is searching for a Full Charge Bookkeeper for a temporary position in the Alexandria, VA ara. If you have strong QuickBooks skills and are looking to be challenged, this Full Charge bookkeeper role may be for you!

This temporary engagement includes the following responsibilities:

- Full Cycle Accounts Payable
- Full Cycle Accounts Receivable
- Processing in-house payroll in QuickBooks Online
- Light grant accounting
- Experience with an ERP system, preferably QuickBooks Online!

An ideal candidate will have strong QuickBooks Online experience, an eagerness to learn, and experience in the non-profit industry.

Additional responsibilities:

- Assist with month-end close
- Tracking fixed assets to produce depreciation schedules
- Processing accounts payable and accounts receivable
- Completing bank and general ledger reconciliations
- Preparing the trial balance and financial statements, including but not limited to: balance sheets, income statements, and statement of cash flows

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### Requirements

- An Associate's or Bachelor's degree in Accounting or a related field
- 3+ years of experience
- Journal entries
- Experience with Month-End close
- Experience with an ERP system, preferably QuickBooks Online or Desktop

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**This Job Posting will expire in 10 days.**