

## 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

### Description

Robert Half has an immediate need for a proven Bookkeeper. If you have prior experience in A/P, A/R, General ledger, and financial reporting, then you may want to apply for this Bookkeeper opportunity. This short-term contract / temporary position is a great opportunity for a Bookkeeper who wants to work in the Rockville, Maryland area.

#### Key responsibilities

- Be responsible for accounts by verifying, allocating, and posting transactions
- Craft Accounts Receivable invoices, reviewing payments received, and record deposits
- Look after archived records by categorizing documents
- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Maintain and balance general ledger
- Monitor accounts by balancing entries
- Produce financial reports by collecting, analyzing, and summarizing account information

### Requirements

- Previous experience using accounting software
- BS Degree in Accounting, Finance or Business Administration preferred
- 3+ years of previous experience as a Bookkeeper
- QuickBooks experience desired
- Command of Sage Accounting Software

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