

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: \$21.21 to \$24.56 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! Since collaborating with others is key in this role, the ideal candidate should possess a strong set of social skills. If you think you'd be a good fit for this position, feel free to contact us. This short-term contract / temporary Bookkeeper position is based in the Washington, District of Columbia region.

What you get to do every single day

- Maintain and balance general ledger
- Monitor 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
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Maintain quality historical records by filing documents
- Outline Accounts Receivable invoices, reviewing payments received, and record deposits
- Care for accounts by verifying, allocating, and posting transactions

Requirements

- Well-founded grasp of month end closings
- Strong familiarity with bank reconciliations
- Solid understanding of Accounts Payable (AP)
- Proven knowledge of Dynamics GP
- Bookkeeping experience
- General familiarity with payroll
- Accounts Receivable (AR) experience required
- Experience with data entry
- Previous experience as a Bookkeeper preferred
- BS Degree in Accounting, Finance or Business Administration preferred
- Earlier experience working with various types of accounting software desired

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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.