

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

This open Bookkeeper position through Robert Half is a great opportunity for someone looking to further their career while working closely on a team. If you're proficient with A/P, A/R, General ledger, and financial reporting, then this Bookkeeper role may be a great fit for you. Do not miss this long-term contract / temporary opportunity to work as a Bookkeeper in the Washington, District of Columbia area.

Your responsibilities

- Prepare financial reports by collecting, analyzing, and summarizing account information
- Balance accounts by reconciling entries
- Sustain collections of historical records by organizing documents
- Conduct and manage the general ledger
- Be responsible for accounts by verifying, allocating, and posting transactions
- Outline Accounts Receivable invoices, reviewing payments received, and record deposits
- Organize a structured method to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures

Requirements

- Proficiency in bookkeeping
- Accounts Receivable (AR) experience required
- Experience with Microsoft Excel
- Adeptness in QuickBooks
- Comprehensive knowledge of Accounts Payable (AP)
- Data entry experience preferred
- Experience using accounting software
- Previous experience as a Bookkeeper preferred
- BS Degree in Accounting, Finance or Business Administration preferred

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