

## Entry Level Accountant

**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:** \$20.00 to \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has an immediate need for an entry-level Accountant. In this role, you will be responsible for data entry, financial statement review, and Excel spreadsheet creation and manipulation. You will report to the Accounting Manager, be a vital member of a dynamic team, and have the potential for career growth. This role could be a great match if you have an aptitude for Excel, you maintain a positive attitude, and you are open to an entry-level accounting position. This long-term contract / temporary entry-level Accountant position is located in Upper Marlboro, MD.

Your responsibilities in this role

- Perform data entry
- Assisting with audit fieldwork for both operational and financial audit
- Performing other related duties and participating in special projects as assigned
- Prepare journal entries monthly
- Assisting with full cycle Accounts Receivable and Accounts Payable processes
- Reconciling and leveling general ledger accounts
- Investigating and correcting account discrepancies- Advanced knowledge of Microsoft Excel (PivotTables, vlookups)

### Requirements

- Eagerness to work independently as well as part of a team with flexibility and willingness to learn and take initiative on variety of tasks and projects
- High attention to detail
- Foundational knowledge in Reclassifications
- Comprehensive knowledge of Accounts Payable (AP)
- Strong familiarity with Journal Entries
- Command of Adjusting Journal Entries
- Experience with debits
- Preferred education is an AA or BS/BA degree in Accounting, Finance, or Business
- Strong communication and social skills and able to receive criticism well
- Data entry, document management, file creation and previous records experience required

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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.**