

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

A reputable firm in Rockville is seeking a bookkeeper to work in their office.

Duties include:

- processing accounts payable and accounts receivable
- managing bank reconciliations and payroll processing
- posting journal entries.

Requirements

Candidates must have 3 years of bookkeeping experience and be proficient with Quickbooks.

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