

## 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:** \$20.00 to \$22.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

There's an exciting opportunity for a professional Bookkeeper through Robert Half at a growing firm. This position requires strong social skills and a collaborative work ethic. Don't hesitate to contact us if you feel you're a good fit. This Bookkeeper position is being offered as a short-term contract to full time opportunity, and will be located the New Orleans, Louisiana area.

Your responsibilities in this role

- Manage and review general ledger
- Care for accounts by verifying, allocating, and posting transactions
- Put together financial reports by collecting, analyzing, and summarizing account information
- Reconcile accounts by rectifying entries
- Craft Accounts Receivable invoices, reviewing payments received, and record deposits
- Maintain quality historical records by filing documents
- Organize a structured method to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures

### Requirements

- Earlier experience working with various types of accounting software desired
- BS Degree in Accounting, Finance or Business Administration preferred
- 3+ years of previous experience as a bookkeeper
- Proven knowledge of Microsoft Excel
- Wide ranging experience with Aging Reports
- Accounts Receivable (AR) experience required
- Accounts Payable (AP) experience desired

- Earlier work involving Grant Management
- Microsoft Outlook experience highly desired
- Strong familiarity with QuickBooks
- Foundational knowledge in POS (point of sale)
- Practical knowledge of Credit Card Receipts
- Quality experience with Credit Card Reconciliation
- General familiarity with Audit Reports
- Well-founded grasp of Daily Deposit

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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.**