

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.