

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Robert Half has an immediate need for a talented Bookkeeper. Do you have experience working with A/P, A/R, General ledger, and financial reporting? You may be the right candidate for this Bookkeeper role. The short-term contract / temporary Bookkeeper will work in the High Point, North Carolina area.

Your responsibilities

- Examine payments received and record deposits
- Uphold quality historical records by filing documents
- Oversee and manage general ledger
- Produce financial reports by collecting, analyzing, and summarizing account information
- Care for accounts by verifying, allocating, and posting transactions
- Appease accounts by balancing entries
- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures

Requirements

- Previous experience as a Bookkeeper preferred
- BS Degree in Accounting, Finance or Business Administration preferred
- General familiarity with Bookkeeping Functions
- Quickbooks Online experience desired
- Quickbooks ProAdvisor experience
- Demonstrated knowledge of bookkeeping
- Background working with Full Charge Bookkeeping
- QuickBooks Pro experience preferred
- Quickbooks Premier experience
- Full charge bookkeeping experience highly preferred
- Expertise in QuickBooks Enterprise
- Practical knowledge of Computerized Bookkeeping System
- Adeptness in Basic Bookkeeping
- Previous experience using accounting software

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