

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: \$19.79 to \$22.91 hourly

Employment status: Contract / Temporary to Hire

Description

If you're a professional Bookkeeper with top-notch organizational skills, Robert Half has an exciting opportunity for you to check out at a renowned company. This position requires a strong command of social skills and a readiness to collaborate with others. Does this role suit you? Be sure to contact us. Offered as a long-term contract / temporary to hire opportunity, this Bookkeeper position will be based in the Suffern, New Jersey area.

What you get to do every day

- Be responsible for accounts by verifying, allocating, and posting transactions
- Oversee and maintain a well-run system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Examine payments received and record deposits
- Conduct and manage the general ledger
- Uphold quality historical records by filing documents
- Put together financial reports by collecting, analyzing, and summarizing account information
- Appease accounts by balancing entries

Requirements

- Previous experience as a Bookkeeper preferred
- Expertise in QuickBooks Enterprise
- Solid understanding of QuickBooks
- BS Degree in Accounting, Finance or Business Administration preferred
- Earlier experience working with various types of accounting software desired

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

