

Accounting Assistant

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 \$24.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is looking for an Accounting Assistant to join a fast-growing company. As the Accounting Assistant you will provide daily support to the accounting and finance departments with bookkeeping and accounting tasks. Responsibilities include reconciling bank records, drafting financial documents, invoicing customers, and collecting payments. Do you have a high level of attention to detail and accuracy? Then this is the Accounting Assistant opportunity for you!

Your responsibilities

- Handle day-to-day accounting duties including Accounts Receivable, Accounts Payable, and payroll, payroll tax filings, booking journal entries, reconciling credit card and bank account
- Help with administrative duties as they present themselves
- Connect with clients as necessary via email and phone
- Reconcile financial books by working with incoming and outgoing funds
- Own the bookkeeping processes of the company
- Assist Accounting team with creating and editing financial documents
- Evaluate financial budgets and track expenses

Requirements

- High attention to detail as well as critical thinking and problem-solving skills
- Bachelor's Degree in Accounting or a related field of study preferred
- Prior bookkeeping experience desired
- Must be highly skilled in time management and have verbal and written communication skills
- Intermediate knowledge of spreadsheet application highly desired

Qualified candidates that are available to start immediately should contact us today!

If you believe you are qualified and are interested in the role, please submit your most recent resume for review. We look forward to reviewing your application!

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.

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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.

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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.