

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: \$26.00 to \$28.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half has joined forces with a well-respected company to look for a team-oriented Bookkeeper for immediate hire. If you're proficient with A/P, A/R, General ledger, and financial reporting, then this Bookkeeper role may be a great fit for you. The short-term contract / temporary to hire Bookkeeper will work in the Glendale, California area.

How you will make an impact

- Manage the bookkeeping and day to day transactions
- Manages the A/P, A/R and make needed journal entries
- Perform Bank reconciliation and credit card reconciliation
- Process light Payroll
- Work with an outside CPA

Requirements

- 5+ years of previous experience as a Bookkeeper
- Experience using accounting software

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