

## 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:** DOE

**Employment status:** Contract / Temporary

### Description

Robert Half is looking for a bookkeeper for a long term project in Hayward! This is a contract to permanent opportunity which can begin immediately. Contact us today!

Your responsibilities in this role

- Develop a well-organized system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Maintain accounts by verifying, allocating, and posting transactions
- Balance accounts by reconciling entries
- Maintain and balance general ledger?
- Maintain quality historical records by filing documents
- Prepare financial reports by collecting, analyzing, and summarizing account information
- Craft?Accounts Receivable invoices, reviewing payments received and record deposits

### Requirements

- BS Degree in Accounting, Finance or Business Administration
- 2+ years related work experience as a bookkeeper
- Experience using QuickBooks

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://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.**

