

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: \$26.60 to \$33.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is actively looking for a Bookkeeper for a prestigious Non-Profit. If you have experience with A/P, GL cleanup, bank reconciliations, and entering journal entries, then this may be the right Bookkeeper role for you. This Bookkeeper position will be located in the Redwood City, California area and will be a long-term contract / temporary opportunity. Contact us today for immediate consideration!

What you get to do every single day

- Under directions of the Director of Finance, assist with backlogged Accounts Payable invoices
- Assist with clearing AP inbox (50+ invoices per week)
- Oversee accounts by verifying, allocating, and posting transactions
- Reconciliation of credit card statements and checking account
- Look after archived records by categorizing documents
- Enter and update journal entries

Requirements

- BS Degree in Accounting, Finance or Business Administration preferred but not required
- Command of Sage Software or QuickBooks desired
- Foundational knowledge in bank reconciliations
- Proven knowledge of Credit Card Reconciliation
- Proficiency in Record Journal Entries
- 2+ years of previous experience as a Bookkeeper

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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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.