

## Accountant - Entry Level

**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:** \$19.00 to \$22.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is actively searching for an entry-level Accountant for a role in the Non-Profit industry. You will be responsible for entering data, reviewing financial statements, and creating and manipulating Excel spreadsheets. You will report to the Accounting Manager and be part of a dynamic team with an opportunity for career growth. You could thrive in this position if you love Excel, maintain a positive attitude, and are open to an entry-level accounting position. This long-term contract / temporary to hire entry-level Accountant position is located in San Jose, California.

How you will make an impact

- Put together monthly journal entries
- Investigating and correcting account discrepancies
- Helping with full cycle Accounts Payable and Accounts Receivable processes
- Aiding in audit fieldwork for both operational and financial audits
- Carrying out other related duties and participating in special projects as assigned
- Enter data
- Reconcile and balance general ledger accounts

### Requirements

- Excellent oral and written communications skills
- Attention to detail and ability to follow standard procedures is a requirement
- At minimum, 1 year of relevant accounting experience
- High-level understanding of Microsoft Excel (PivotTables, vlookups) is preferred
- Accurate, swift, data entry abilities
- Great Plains (GPAC) experience preferred
- Solid understanding of payroll
- QuickBooks experience required
- Proficiency in non-profit fund accounting
- External auditing experience highly desired
- Applicants with an AA or BS/BA degree in Accounting, Finance, or Business are recommended for this position
- Eagerness to work independently as well as part of a team with flexibility and willingness to learn and take initiative on variety of tasks and projects

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 puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.**