

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: \$33.25 to \$38.50 hourly
Employment status: Contract / Temporary

Description

For a challenging yet rewarding position as a Bookkeeper, apply to the opening Robert Half is looking to fill. If you have worked with A/P, A/R, General ledger, and financial reporting, then you may be the right candidate for this Bookkeeper opportunity. This Bookkeeper position will be located in the Santa Clara, California area and will be a short-term contract / temporary opportunity. Contact us today.

Your responsibilities

- Examine payments received and record deposits
- Support quality archived records by filing documents
- Assemble financial reports by collecting, analyzing, and summarizing account information
- Manage a well-organized system to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and procedures
- Oversee accounts by verifying, allocating, and posting transactions
- Conduct and manage the general ledger
- Monitor accounts by balancing entries

Requirements

- Prior experience working with collections/accounting software
- Previous experience as a Bookkeeper preferred
- Comprehensive knowledge of NetSuite
- BS Degree in Accounting, Finance or Business Administration preferred

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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.

