



is now hiring!

Full Charge 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: \$23.75 to \$27.50 hourly Employment status: Temporary
Description	
<p>There is an excellent opportunity at Accountemps for a Full Charge Bookkeeper. Do you multitask effectively and have exceptional communication, organizational, and time-management skills? Then this opportunity and its potential for growth could be perfect for you! Your responsibilities will include the preparation of financial statements; the establishment and preservation of the accounting principles, practices, procedures, and initiatives of the business; and all other general accounting and bookkeeping tasks. The short-term temporary Full Charge Bookkeeper will work in Charlotte, North Carolina.</p> <p>How you will make an impact</p> <ul style="list-style-type: none">- Supervising tasks of accounting clerks and entry-level bookkeepers- Carefully filing documents to preserve historical records- Handling monthly, quarterly and year end close, accurately and on time- Handling processing tasks for accounts payable and accounts receivable, including collections- Studying and adhering to federal, state, and local legal requirements, filing reports, and detailing needed actions to management- Handling reconciliations for bank and general ledgers, and processing payroll- Preparing the trial balance and financial statements, including, but not limited to, balance sheet, income statement, and statement of cash flows- Tracking fixed assets and preparing depreciation schedules	
Requirements	
<ul style="list-style-type: none">- 3+ years of bookkeeping experience- Aptitude for analyzing financial data and generating accurate reports in a timely manner- Ability to multitask and meet deadlines- Capable of working independently with minimal oversight- A thorough knowledge of accrual and cash basis of accounting- Strong organization skills- General familiarity with bank reconciliations- Practical knowledge of Balance Sheet Reconciliation- Foundational knowledge in Journal Entry- Comprehensive knowledge of QuickBooks- Proven knowledge of Balance Sheet Account Reconciliation- Experience with account reconciliation- Well-founded grasp of Bank Account Reconciliation- Quality experience with account reconciliation- Adjusting Journal Entries experience preferred- Deep understanding of journal entries- Proven flexibility to adapt to changes in procedures and job assignments- Prior experience with Excel and Peachtree- Previous experience with payroll preferred- High school diploma or comparable diploma with an AA degree or higher in Accounting or Business preferred	
<p>Accountemps, a Robert Half Company, matches skilled accounting and finance professionals with remote or on-site jobs on a temporary and temporary-to-hire basis. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. Robert Half has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.3195. 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.</p> <p>© 2020 Accountemps. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (www.roberthalf.com/terms-of-use).</p>	
<p>Apply Here For Job Posting</p>	

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.