

Accounts Receivable Specialist

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

A large biotech in Rockville is seeking an accounts receivable specialist for a temporary positions

Duties include:

- Calculating, recording, inputting or processing financial data
- Preparing customer invoices based on accounting procedures
- Researching and investigating discrepancies in invoices to determine the accuracy of charges
- Matching payments to invoice numbers or sales orders
- Handling customer inquiries regarding billing issues
- Managing an Accounts Receivable ledger and Accounts Receivable files
- Submitting daily reports to management on accounts receivable operations

Requirements

2 plus years of accounts receivable and Excel experience is required.

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