

## Accounts Payable 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 service company in Gaithersburg is seeking an Accounts Payable specialist to work in their corporate office.

Duties include:

- Coding, matching, batching, and entering invoices into SAP
- Cutting checks
- Handling vendor inquiries
- Processing 1099's
- Reconciliations

### Requirements

3 years of accounts payable and Netsuite experience is required.

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