



Accounts Payable Specialist

[Ruppert Landscape](#)

Gaithersburg - MD (United States)

Job

Overview

Ruppert Landscape is a family and employee-owned commercial landscape construction and management company headquartered in Montgomery County, MD with operations in Pennsylvania, Maryland, Virginia, North Carolina, Georgia, Texas, Delaware and Tennessee. Our mission is to provide opportunity for our people, take excellent care of our customers, and be good stewards of the environment and our community. This is a full-time role.

Responsibilities

- Entering and verifying AP invoices
- Processing AP checks
- Posting and reconciling branch checkbooks
- Managing vendor and intercompany branch communications
- Posting and researching of AP invoices
- Various projects related to process improvement and annual year-end activities
- Support for internal and external requests for information
- Working with the team as needed to meet deadlines and accomplish accounting goals

Qualifications

- 2-3 years of AP experience preferred
- Accounting or related business degree preferred
- Knowledge of JDEdwards software a plus
- Must have solid organizational, mathematical, and analytical abilities
- Must be a flexible team player
- Must be able to learn a variety of business applications
- Must have at least intermediate spreadsheet skills
- Personal attributes must include a positive attitude, hands-on approach, and the highest level of energy, enthusiasm, and ethics

What we provide:

- Competitive salary
- Medical benefits with dental and vision
- Flexible Spending Account
- 401(k) plan
- Flexible work/life balance
- Family-oriented company culture

Ruppert Landscape is an Equal Opportunity and E-verify Employer

To Apply: Logo on to Career Connector and search by employer name