

Accounts Payable and Receivable Specialist

InSight Telepsychiatry – Finance

Position Summary

InSight Telepsychiatry is seeking an Accounts Payable and Receivable Specialist who will work with the finance team in Marlton, NJ. The position is accountable for the daily administration and effectiveness of the cash management processes from start to finish through month-end. This individual will also be responsible for the timely completion and adherence to obligations relative to cash transactions on a daily basis. This includes processing, verifying and reconciling all accounts payable and receivable transactions against internal accounting and bank records.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to increase access to quality behavioral health care through telehealth. InSight's behavioral health providers bring care into any setting on an on-demand or scheduled basis. With over 18 years of telepsychiatry experience and an active footprint in telepsychiatry-related advocacy, InSight is recognized as an industry thought-leader. InSight is the telemedicine arm of the CFG Health Network, a behavioral health organization that delivers onsite services across the spectrum of care. These roots in onsite care influence InSight's approach to appropriate, quality services delivered through telehealth. www.InSightTelepsychiatry.com

Job Responsibilities

- Manages accounting functions including maintenance of general ledger, accounts payable, accounts receivable and project accounting while ensuring accuracy and timeliness
- Pays invoices by verifying transaction information, scheduling and preparing disbursements and obtaining authorization of payment
- Obtains revenue by verifying transaction information, computing charges and refunds, preparing and mailing invoices, identifying delinquent accounts and insufficient payments
- Collects revenue by notifying delinquent accounts and customers of insufficient payments
- Maintains accounting ledgers by posting account transactions
- Verifies accounts by reconciling statements and transactions
- Resolves account discrepancies by investigating documentation, issuing stop payments and making payments or adjustments
- Completes bank reconciliations
- Prepares financial reports by collecting, analyzing and summarizing account information and trends
- Recommends process improvements to create greater efficiency and productivity
- Maintains financial historical records by filing accounting documents
- Contributes to team effort by accomplishing related results as needed
- Provides excellent customer service to employees, customers and other parties
- All other duties as assigned

Job Requirements

- Bachelor's degree in accounting is required
- 1-3 years of experience in accounting and payables strongly preferred
- Ability to provide superior customer service and quick responses to inquires
- Proficient with Microsoft Office Suite software
- Proactive and detail oriented with a strong analytical and problem solving skills
- Ability to interact well with diverse levels of employees
- Collaborative and energized by the open exchange of ideas
- Excellent written and verbal communication skills
- Excellent organization and time management skills
- Ability to work independently and manage multiple projects
- Functions well in a fast-paced, high growth environment and a rapidly growing organization

Logistics

- Position available July 1
- Position based in Marlton, NJ
- Full-time

To apply, please send your resume and a customized cover letter to sshafer@in-sight.net.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

EOE M/V/F/D