

Healthcare Accounts Payable Associate

Location: In person, Phoenix, Arizona

Employment Type: Full-Time

Salary: \$55k+ (DOE)

Department: Finance / Accounting

Job Summary

The Accounts Payable Associate is responsible for processing, reviewing, and reconciling vendor invoices and payments in compliance with healthcare regulations, company policies, and accounting standards. This role supports accurate financial reporting and ensures timely payments to medical vendors, service providers, and suppliers.

Key Responsibilities

- Process high-volume vendor invoices, expense reports, and payment requests.
- Verify invoice accuracy, coding, and approvals in accordance with company policy.
- Maintain vendor records and respond to vendor inquiries professionally and promptly.
- Prepare and process weekly/monthly check runs, ACH, and wire payments.
- Reconcile accounts payable sub-ledger to the general ledger.
- Assist with month-end and year-end close activities.
- Ensure compliance with healthcare regulations, internal controls, and audit requirements (e.g., HIPAA awareness, SOX where applicable)
- Identify and resolve discrepancies, duplicate payments, and pricing issues.
- Collaborating with purchasing, finance, and operations teams

Required Qualifications

- High school diploma or equivalent (Bachelor's degree in Accounting or Finance preferred)
- 1–3 years of accounts payable or general accounting experience (healthcare environment preferred)
- Knowledge of accounting principles and AP best practices
- Proficiency in accounting systems and ERP software (e.g., Oracle, SAP, NetSuite, Workday, or similar)
- Strong attention to detail and accuracy
- Ability to manage multiple deadlines in a fast-paced environment.

Preferred Skills & Competencies

- Experience with healthcare vendors, medical billing, or insurance-related payments
- Familiarity with HIPAA, compliance, and audit standards
- Proficiency in Microsoft Excel (VLOOKUP/XLOOKUP, pivot tables a plus)
- Strong organizational and problem-solving skills
- Effective written and verbal communication
- Ability to handle confidential and sensitive information

Work Environment

- In-Office – Phoenix, Arizona
- May require extended periods of computer use
- Interaction with internal departments and external vendors

Salary & Benefits (Optional Section)

- Competitive compensation based on experience (\$55,000+ annually)
- Health, dental, and vision insurance
- Retirement plan with company match
- Paid time off and holidays
- Professional development opportunities

About Vault Strategies

At Vault, our unwavering focus is on the success of our partners and members. We have developed a comprehensive service ecosystem that optimizes healthcare benefit administration, manages both financial and clinical risks, and promotes cost containment and sustainability. Through collaboration, we help our partners deliver high-quality, affordable healthcare services, ensuring their long-term success and the well-being of the communities they serve.

Our core values define who we are. We are innovative, constantly pushing the boundaries to create unique solutions for evolving needs. We are dedicated to our mission and the people we serve, consistently going above and beyond expectations. Compassion drives us to act with kindness, empathy, and respect, ensuring everyone feels valued and heard. We are progressive, embracing challenges and using every experience as an opportunity for growth. As a family-focused organization, we foster a culture of trust, support, and unity, both within our team and with our partners. Finally, we cultivate a joyful environment where positivity and enthusiasm fuel our progress, creating lasting success for everyone involved. To learn more about Vault Strategies, visit www.allthingsvault.com.

To apply, please email jkessinger@allthingsvault.com, or visit <https://www.linkedin.com/jobs/view/4330852893/>.