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Medical Billing Specialist (Temporary 6 -12 months)

- Currently recruiting for well-established health care organization that is adding to their team due to growth
- Seeking candidates with 2+ years of medical billing experience
- Strong customer service skills
- Excellent data entry skills
- Pays \$18/hour

Location: Zion

Collection Specialist - (Temporary to Hire)

- Ideal candidate will have a minimum of 2-3 years of demonstrated business to business collections experience
- Key Areas of responsibility include responsible for professionally resolving any past due invoices, answer questions on outstanding invoices, process payments over the phone, and will help coordinate activities with the sales and teams.
- Strong communication and customer service skills needed
- Pays between upto \$24/hour temp and \$50K for perm

Location: Deerfield

Billing Specialist - (Direct Hire)

- Currently recruiting for mid-size real legal firm
- Work closely with the Controller to prepare billing for clients and assist with accounts payable
- 3+ years of billing experience, legal experience a plus not required
- Pays \$40-\$50K perm salary
- Location: Mundelein

Accounts Receivable Clerk in Mt. Prospect - (3-6 month temporary)

- Ideal candidate will have a minimum of 2+ years of demonstrated A/R experience
- Key Areas of responsibility to support the collections team with data entry and file organization
- Must be a team player willing to help others
- Pays \$16/hour

Location: Mt. Prospect

Accounts Payable Clerk (Temp to Hire)

- Currently recruiting for well-established distribution company that is adding to their team due to growth
- Seeking candidates with 2+ years of A/P and strong data entry experience
- ERP system experience a plus
- Intermediate Excel skills
- Support this large company with processing approximately 100 invoices per day
- Great entry level opportunity into one of the top employers in Lake County!
- Pays \$14-\$15/hour

Location: Vernon Hills

Please let me know if you or anyone you know is interested by sending your resume to stacy.scott@accountingprincipals.com

Thank you for your help!

Warm Regards,
Stacy Scott

ACCOUNTING
PRINCIPALS

One Parkway North Blvd, Parkway North Center, Ste 500S
Deerfield, IL 60015

www.accountingprincipals.com

E stacy.scott@accountingprincipals.com

T 847-607-0550

F 847-607-0552

<http://www.linkedin.com/in/stacyscott>

<http://www.twitter.com/stacylscott1>