



Position: Hiring for an Office Assistant effective immediately.

Hours: 7am-3:30pm; ½ hour lunch. Monday through Friday.

Pay: Competitive with Experience

Job Description:

Performs any combination of the following: Assists with accounts receivables by communicating with Vendors or Insurance companies. Manages aging accounts. Receives mail and posts benefits to patient accounts. Able to organize and maintain supplies for the facility. Able to perform light marketing duties via written or electronic communication.

Writes, types, or enters information into computer, to prepare correspondence, bills, statements, receipts, checks, or other documents. Schedules appointments and follow up information. Performs light cleaning tasks such as laundry, vacuuming, dusting.

Candidate must be energetic and have strong communication skills. Must be willing to work in a team oriented environment. Must be dependable and well organized. Experience with health care billing and claims are a benefit.