

Western Montana Mental Health Center
699 Farmhouse Lane
Bozeman, MT 59715
Phone: (406) 556-6500
Fax: (406) 522-8361

Position: Billing Clerk I

Close Date: Open Until Filled

Hours: Monday-Friday, part time (15-19 hours per week)

Western Montana Mental Health Center (WMMHC) is the largest behavioral health provider in Montana and is a non-profit company whose mission and vision is to improve the quality of life for patients by taking a holistic, patient-centered and recovery-oriented approach to mental health services.

Job Summary: The Biller / Housing Coordinator will perform extensive data entry, insurance verification/authorization for reimbursement sources and routine typing, phone, reception, clerical administrative support that are required to keep an office running smoothly, accounts payable, and billing. This position will also perform general secretarial duties, various office functions and processes including but not limited to reception, answering phones, and scheduling. The Housing Coordinator will provide property management duties to the Eck House and Homestead apartments on GMHC campus.

Essential Job Responsibilities: Biller / Housing Coordinator will have attention to detail, enjoy working with numbers, and ability to work independently and as part of team in a fast paced environment. Applicant will have ability to relate effectively to staff, clients, tenants, family members and other professionals in the community. Participate as integral part of team and implement mission, purpose and values of Western Montana Mental Health Center.

Education & Experience: Minimum HSD or GED. Above knowledge and abilities are typically acquired through a combination of education and/or experience equivalent to an Associate's degree in Accounting. Or acquired experience in a related field with one year experience as a secretary / property manager preferred.

Biller / Housing Coordinator will have proficiency with English, spelling, math, and composition. Must have working knowledge of Microsoft Office, Outlook and other computer software, skill in use of photocopier, and fax machine preferred. Applicant must have ability to establish and maintain effective working relationships with co-workers, agencies and clients and follow written and verbal instructions.

Please submit resume and cover letter to: Bozeman@wmmhc.org

Please submit a job application at: <http://www.wmmhc.org>