

**Western Montana Mental Health Center  
Western Montana Addiction Services  
802 Main St. Ste C  
Polson, MT 59860  
Phone: (406) 883-7310  
Fax: (406) 883-7312**

**Position:** Administrative Assistant II

**Close Date:** Open Until Filled

**Hours:** Full-time

**Job Summary:** Provide general secretarial, receptionist, and clerical support, as well as perform data entry and billing support; WMAS, Lake House and Nest.

**Duties & Responsibilities:** Performs outpatient services data entry. Creates and balances self-pay deposits. Assists with State Block Grant, contract and insurance billing, as well as data entry and reconciliation of invoices. Tracks outstanding invoice payments. Enter third party reimbursement payments into SAMS. Assist Executive Director with financial issues, as needed. Performs various functions and fills in for other positions, as needed.

**Knowledge:** Thorough understanding of receivable billing and collection procedures; experience with third-party billing procedures preferred; knowledge of clinic policies and procedures, programs, and services; knowledge and application of confidentiality laws; working knowledge of office practices, procedures, and rules; knowledge of business English, spelling, and composition; of clinical programs and services; DOS, Windows, Microsoft Office Products, and other program-specific computer programs and of computerized billing systems.

**Skills:** Proficiency and accuracy in data entry, work processing, form design; and office management skills; skill in the use of office equipment, including multi-line phone system, computer, ten key, copier, fax and other office machines; strong organizational and filing skills.

**Abilities:** Ability to establish and maintain effective working relationship with colleagues, clinic consumers, and third-party reimbursement providers; to communicate verbally and in writing; to follow written and verbal instructions; to deliver effective written and verbal instructions; and to perform duties independently.

**Education and Experience:** The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school, some related courses and one to two years of directly related and progressively responsible technical/administrative experience.