

JOB TITLE: Front Office Staff

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Clerical Services

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: enter patient's service charges in computer system, collect current and overdue service charges, adjusting patient's account and printing receipt, secure a daily cash box, reconcile daily charges and receipts. Answer phones, taking and forwarding messages and scheduling appointments.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent. College credit hours preferred.

REQUIRED EXPERIENCE OR SKILLS: Excellent communication skills and computer literacy. Bilingual in English and Spanish strongly preferred.

TO APPLY: Please visit our website at www.wacofhc.org and fill out an online application located under Careers.