



## **Office Manager – Clinic \* The ARC Greater Hudson Valley in Monticello**

**Overview:** The ARC Greater Hudson Valley is seeking an Office Manager - Clinic position in Monticello. The Office Manager is responsible for an array of activities related to billing and to the supervision and oversight of clinical support staff. The Office Manager works closely with patients, families, care managers, treatment coordinators, providers and the clinic billing specialists to ensure timely processing of insurance claims, timely completion of required clinical documentation and maintenance of clinic data collection systems.

**Requirements:**

HS Diploma/GED

**Major Skills necessary to perform the job;**

Proficient in the use of EHR systems, be highly organized and have experience with obtaining prior authorizations from insurance providers and have excellent verbal and written communication skills.

**Shift, Salary, and benefits:** This is a full-time position, 40 hour week, \$18.04 hourly, Benefits include; Health Insurance, Dental Insurance, Paid vacation, Paid Sick Leave, Holidays, and 401K.

**Apply:** by contacting Wendy Julkerski, by email at [wjulkerski@arcghvny.org](mailto:wjulkerski@arcghvny.org), by fax at 845-796-4381, by calling 845-796-1350 Ext. 11004, by mail or in person at ARC Greater Hudson Valley, 162 East Broadway, Monticello, NY 12701.