

**Genesee/Orleans Council on Alcoholism and Substance Abuse, Inc.**

**J O B   V A C A N C Y**

**BILLING CLERK**

**QUALIFICATIONS:**

Part-time. Approximately 10 to 12 hours per week. High School graduate with at least 3 years office/billing experience, or Associates degree with at least one-year office/billing experience. Hourly wage based on experience.

**RESPONSIBILITIES:**

Detail-oriented individual needed for billing duties in an outpatient treatment program. Must maintain the highest level of confidentiality, discretion and privacy regarding all facets of financial/billing activities at all times. Responsible to post checks from third party or clients into Cerner/software system., review third party claims over 60 days, prepare bank deposit, process monthly toxicology bill, and act as back up and reports to Manager of Billing Operations. Pre employment/Post offer background and drug screening required. EOE

VACANCY AT: GCASA's Outpatient Clinic in Batavia.

**CONTACT:**

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**POSTED:**

10/12/17

**DEADLINE:**

ASAP

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, color, national origin, creed, sexual orientation, age, handicap, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.