

Lena Pope is accepting applications for a part-time Billing Assistant. Interested candidates should email a cover letter, resume and submit an on-line application to applications@lenapope.org. EOE

POSITION TITLE: Billing Assistant (part-time: afternoon and evening)

SUPERVISOR: Director of Counseling Services

PRIMARY FUNCTION: Providing billing support for services rendered to clients of the Lena Pope Counseling Services.

QUALIFICATIONS:

- Educational/Certification:
 - High School Diploma or GED, typing and general office skills; bilingual preferred.
 - At least one-year experience in a receptionist/administrative support position preferred; at least one-year experience in a medical billing position.
- Required Knowledge:
 - Support programs and staff by completing tasks related to insurance and billing
 - Computer skills required
 - Good oral and written communication skills
 - Performs other duties as assigned.
- Other Requirements: Must have a driving record which is within the guidelines of the insurance underwriter. Must not have been charged with or convicted of a criminal offense that would disable the employment by failing to meet minimum standards as set by Lena Pope Policies and Procedures.

LOCATION: 3200 Sanguinet Street, Fort Worth, Texas 76107