



Montgomery County Free Clinic Office Manager

The Office Manager works to ensure the smooth daily operation of the Montgomery County Free Clinic for our patients and staff. A high degree of professionalism must be displayed at all times.

Responsibilities:

Information Processing and Management

1. Mail handling: The office manager will work with staff to ensure a mail handling procedure is in place and followed by staff for appropriate internal controls.
2. Donation processing: The office manager will assist staff in processing donations which may include entry into donation tracking software.
3. Billing/invoicing verification procedures: The office manager ensures the appropriateness and accuracy of bills and invoices received at the clinic; works with the executive director and Board Treasurer to ensure timely handling and payment of bills/invoices.
4. Contact Tracking: Ensure use of patient/community contact logs by staff.
5. Reporting: Generating monthly reports on patient services: general medical, dental, new patients.
6. Patient Applications: Processing of new patient applications, training staff on eligibility requirements, ensuring the proper application of eligibility requirements.

Staff Management

1. Staff Scheduling: Ensuring appropriate clinic staff coverage and documentation of work hours for paid and volunteer staff.
2. Training: Scheduling required trainings and in-services for staff and documenting compliance.
3. Employment Screening: Screening and orientation of new staff, paid and volunteer.
4. Staff Meetings: Scheduling and organizing regular staff meetings.

Facility Operations and Maintenance

1. Ensuring the facility meets safety and cleanliness standards by coordinating timely repairs and cleaning services.
2. Medical and office supplies and equipment ordering and use of appropriate inventory controls.
3. Assisting Executive Director in ensuring facility compliance with local, state and federal regulations for medical facilities (fire inspections, equipment maintenance, signage, etc.)

Other Duties as assigned.

Requirements:

1. High School diploma required; post secondary degree preferred
2. Bilingual Spanish speaking desired
3. Excellent attention to detail, highly organized

4. Strong interpersonal skills
5. Excellent communication skills
6. High level of proficiency in computer software: Microsoft Word and Excel, required. Database, donation, and financial software, i.e Quickbooks, Practice Fusion, Donation Tracker, preferred
7. Experience in medical setting preferred
8. Ability to be bonded/insured for financial operations

Compensation:

Negotiable; Commensurate with education and experience.

Hours: M-Th 9-3, approx. Total 25hrs/wk. Occasional hours outside regular office hours may be required

PTO Benefits: 4 paid holidays/yr (July 4, Thanksgiving Day, Christmas, New Years Day)
2 weeks paid vacation (50 hrs)

Please submit a cover letter and resume via email to:

David Johnson
Executive Director
david.johnson@mcfreeclinic.org