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YMCA JOB POSTING

Job Title: Billing Clerk/Receptionist- Holtsville, NY

POSITION SUMMARY:

The Billing Clerk/Receptionist assists and supports the YMCA Family Services agencies by monitoring patient accounts, creating invoices, providing quality assurance, addressing high patient account balances, updating patient financial information and welcoming and greeting patients and visitors, in person or on the telephone; answering or referring inquiries and providing clerical support to the branch. Responsibilities include accurately processing payments for patients, regularly reviewing patient accounts to ensure they are up to date, processing refunds, and making adjustments or corrections to patient accounts.

Candidates must be able to work a flexible and varying schedule.

QUALIFICATIONS:

1. Excellent customer service skills and strong interpersonal skills with the ability to relate effectively to diverse groups of people from all social and economic segments of the community.
2. Clear and accurate written and verbal communication skills.
3. Must be able to handle sensitive information with proven professionalism in exercising a high degree of confidentiality.
4. Detail oriented and excellent organizational skills: accuracy is essential
5. Ability to multitask and work in a fast paced, highly flexible and rapidly changing work environment.
6. Excellent computer skills.
7. Must be flexible and able to work a varying schedule.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Must be able to lift and carry and supplies weighing up to 20 pounds.
3. Ability to maintain a safety eye to the waiting room.
4. Ability to speak concisely and effectively communicate during difficult situations.
5. Ability to view/enter data for long periods of time.

HOW TO APPLY:

For immediate consideration please email Veronica Young-Freeman at Veronica.Young@ymcali.org including a resume and/or a cover letter indicating your interest and qualifications.

YMCA of Long Island, Inc. is an equal opportunity employer committed to valuing diversity and practicing inclusion.