

Nassau County Department of Human Services is seeking a candidate for a part-time Clerk I

TYPICAL DUTIES

- Processing accounts payable to outside vendors
- Medicaid invoicing to insurance companies
- Inventory management and control

MINIMUM QUALIFICATIONS

Medical Billing or Accounting experience and/or educational background

RESIDENCY REQUIREMENTS

Applicant must have resided in Nassau County for one year prior to date of hire.

DETAILS OF THE POSITION

Please note the Non-Negotiable starting salary for this position is \$14.00 per hour for 17 hours per week. Schedule is flexible within a Monday to Friday work week between the hours of 8:00am and 4:45pm.

Position is at the Nassau County Opioid Treatment Program, Building K at NUMC 2201 Hempstead Turnpike, East Meadow, NY

For consideration, please send resume, cover letter and salary requirements to NCDMH-MRDD@hhsnassaucountyny.us

with Clerk I on subject line.

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR.

EOE/M/F/D/V

Nassau County is an Equal Opportunity Employer