

Northeastern Center, Inc.
POSITION OPENING

Position Title: Accounts Receivable/Customer Service Representativ

Position Type: Administrative

Position Location: Administration - 3rd Floor

Shift: 1st Shift

Full or Part Time Status: Full Time

Position Duties: The A/R Customer Service Representative is responsible to ensure timely and accurate completion of A/R duties in the collections and insurance departments.

Experience Expectations: One to two years experience in outpatient office setting

Education Expectations: High School Graduate

Date Position Opened: 01/06/2021