

### **Dental Clinic Office Manager– Story County Dental Clinic, Ames, IA**

Seeking an organized, detail-oriented individual with excellent communication skills for a full-time office manager position at our busy Story County Dental Clinic in Ames. Clinic hours are 8 a.m. to 6 p.m., Monday – Thursday, so you can enjoy a three day weekend.

The office manager oversees patient flow and the daily operations of the dental office. Schedules appointments for the dentist and dental hygienist, maintains patient files, answers telephone, processes dental claims and submits billing to fiscal department. May seat patients and provide support to the clinic and lab area as needed. **Full time position with an excellent benefit package, \$20.09 per hour.**

#### **Required:**

- Degree in dental assisting
- Registered dental assistant
- Knowledge of dental procedures, billing and scheduling
- Previous front office experience in a dental clinic

#### **Preferred:**

- Bilingual (English/Spanish)
- Two years of front office experience in a dental clinic

**Closing Date:** Open until filled

Visit <http://www.micaonline.org/jobs> for a full job description and to submit an online application, cover letter and resume. Or send, fax or email cover letter and resume to: MICA, 1001 S. 18<sup>th</sup> Ave., Marshalltown, IA 50158; 641-352-5020; [jobapp@micaonline.org](mailto:jobapp@micaonline.org) or complete application at above address. Position open until filled. EOE