

# **INTERNAL/EXTERNAL**

# **POSTING**



## ***Receptionist / Secretary***

### ***Financial Services Division***

**(Echols Location)**

**VACANT POSITION AVAILABLE: Financial Services Secretary/Receptionist**

**MINIMUM REQUIREMENTS:** Minimum requirements include High School Diploma or equivalent; general office experience required; accounting or finance experience preferred; must possess excellent computer and telephone skills; experience with Microsoft Great Plains or similar accounting software preferred; effective organizational and communication skills. Training/experience in a field relevant to mental health is preferred. Valid driver's license and automobile insurance are required.

**SUMMARY OF RESPONSIBILITY:** Answers agency switchboard and distributes calls appropriately and timely. Greets agency guests in a professional and courteous manner. Responsible for daily receipting and deposits of agency funds. Acts as the primary TBHS Representative Payee and accurately records and monitors consumer accounts. Assists with Accounts Payable. Responsible for TBHS master keys. Maintains agency policies and procedures. Provides secretarial support services to Finance Services Division staff, including but not limited to, data entry and letter development. Demonstrates knowledge of and actively supports culturally competent, recovery based practices.

**POSITION TYPE:** Hourly; Full time (Hours: 8 a.m. – 5 p.m.)

**RANGE OF PAY:** \$15.35 - \$19.44 per hour

**IF INTERESTED:** Submit resume and letter of application to: Human Resources Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St., Caro, Michigan 48723; [www.tbhsonline.com](http://www.tbhsonline.com); EOE

**APPLY ONLINE:**



**APPLICATION DEADLINE:** Open until position is filled.

**POSTED:** January 14, 2026