



Accounts Receivable/Clinical Data Clerk MRI | Decatur, IL | Full Time

Job Description

MRI is looking for a reliable, detail oriented person to be our next **Accounts Receivable/Clinical Data Clerk**. Could this be you? Let's see! Are you skilled at **multitasking**? Proficient in **Microsoft Office**? Do you enjoy **organization**?

Our business office is essential in MRI's mission to **promote growth, independence and self-worth** in both children and adults with disabilities. As the accounts receivable clerk (A/R), you would be responsible for typical A/R functions like **processing checks and invoices** and **monitoring accounts**. Other important duties include **data entry and management, facilitating monthly billings** and **filing important, confidential documents**.

So are you a good fit for **MRI**? Well, let's find out! MRI is looking for someone with a **positive attitude, willingness to learn** and an impulse to **give back** to the community. That's all we need! Well, I suppose there are a few more requirements.

What you'll need to succeed

- High school diploma or GED required
- Experience with computers and Microsoft Office
- Effective communication skills
- Ability to maintain confidentiality

So what do you say, you'll join our team? Apply today by completing the application on the careers page of MRI's website: www.maconresources.org.