

## Community Payee Service Representative

InterAct is a nonprofit agency providing evidence supported outpatient mental health and substance abuse services with an integrated recovery focus. We are currently seeking to fill a full-time position in our Community Payee Services area which serves over approximately 600 individuals and continues to expand. This position is based in our Kalamazoo office.

Responsibilities include: working directly with clinical staff and individuals served on establishing budgets, connecting with Social Security to set up new accounts and manage existing ones to ensure all program elements including processing payments are fully completed. Will use Client Fund Management system, complete orientation meetings and assure contract compliance.

Two years financial experience including computerized recordkeeping required. Associates degree in accounting or experience with non-profit business operations preferred. Fast paced, high volume environment requiring excellent organizational and communication skills, a very high degree of accuracy and solid problem solving necessary. Ability to work as part of very active team, meeting required deadlines with a proactive forward focus are essential skills to be successful in the position.

If you are interested in this new position go to Job Opportunities in the About Us section on our web site [www.interactmich.org](http://www.interactmich.org) or submit information by email to [merickson@interactmich.org](mailto:merickson@interactmich.org).  
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