

ALLIANCE CLINICAL ASSOCIATES, S.C.

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April, 2011

College Church
332 E. Seminary
Wheaton, IL 60187

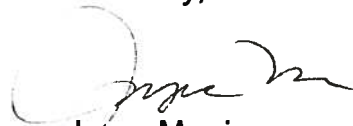
Dear friends,

We have a key executive position we are looking to fill as soon as possible. Since all of our professionals are Christian, and since many of our clients come to us because they are seeking counseling with a Christian perspective, it is our desire to fill this position with an individual who will be comfortable with our current team and practice vision.

Can you please post this job opportunity (job description attached)?

Many thanks in advance.

Sincerely,



Joyce Morrice
Practice Manager

Practice Manager
Large Mental Health Clinic in DuPage County
www.AllianceClinical.com

Minimum requirements: Bachelor's Degree and several years experience with insurance coding and billing, accounting, management, marketing and computers.

Team player. Multi-tasker. Detail oriented. Highly organized. Good communicator.

Manage the business office and interface with directors and professional staff.

Salary commensurate with skills and experience. Retirement plan. Cafeteria savings account. Health insurance.

Fax resume with salary history to 630-653-2895.