



**LYNN STACY DDS**  
*Dental Care with Heart*

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**POSITION OPENING:** Dental Office Manager/Front Desk

Starting June 1st, 2026

The Dental office of Dr. Lynn A Stacy DDS is accepting applications for Office Manager/Front Desk.

We are seeking a reliable, self-motivated team player with exceptional communication and customer service skills. The ideal candidate is an efficient multitasker who respects patient confidentiality and is eager to grow with our practice.

The primary function of this role is to lead daily office operations and manage the business aspect. Key responsibilities include supervising dental support staff, managing the patient scheduling, referrals, and treatment plans. As well as overseeing financial and administrative operations, processing insurance claims, resolving billing issues, managing QuickBooks, and coordinating staff meetings.

This is a full-time position that is 4 days a week (Monday, Tuesday, Thursday, Friday), with a salary that is negotiable based on your professional experience. Training will begin June 1st, 2026.

If you are interested in this opportunity, please email your resume to office@lynnstacydds.com with the subject line "Office Manager Application." Applications will be accepted until April 30<sup>th</sup>, 2026.