



151 New Park Avenue, Box 75, Hartford, CT 06106
Phone: 860-724-6443/800-994-9422
Fax: 860-251-6107
Website: www.ncaaact.org



NOTICE OF VACANCY

DATE POSTED: August 14, 2019

35/hours week

POSITION TITLE: Billing & Supplemental Services Coordinator
REPORTS TO: CHIEF OPERATING OFFICER

BASIC FUNCTIONS: Coordinate the provision of Supplemental Services to consumers of the Title IIIIE program and ensure the distribution, collection, and tracking of accounts receivables and accounts payables for Title IIIIE and the Statewide Respite Programs

MAJOR DUTIES AND RESPOSIBILITIES:

- Work with consumers to assess needs, provide appropriate referrals, and coordinate delivery of services and items
- Serve as primary provider service representative around issues such as but not limited to billing, contracting, and customer service
- Perform necessary data entry tasks according to program guidelines and in order to ensure compliance with funding agencies
- Perform any other department or agency-related duties or special projects as directed by supervisor

QUALIFICATIONS

- Broad spectrum of knowledge working with the aging population a plus
- Proficient in Microsoft Office Suite with Intermediate to advanced skills in Excel
- Experience in billing (accounts receivables / payables) preferred
- Quickbooks experience a plus
- Good communication skills
- Strong organizational skills
- Accuracy and attention to detail