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NOTICE OF VACANCY

DATE POSTED: December 13, 2021
INTERNAL POSTING THROUGH: December 17, 2021

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 III E program and ensure the distribution, collection, and tracking of accounts receivables and accounts payables for Title III E 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
- Working knowledge of excel
- Good communication skills
- Strong data entry skills
- Strong organizational skills
- Accuracy and attention to detail