



Open Finance Position

Accounts Receivable Billing Coordinator

June 22, 2018

Position Summary: The Accounts Receivable Billing Coordinator is responsible for billing, payment posting, and collections. Coordinates and performs a variety of accounting and bookkeeping duties according to established policies and procedures. Communicates and maintains appropriate relationship with client, payers, and staff. Observes confidentiality of clients and agency matters at all times. Performs all other duties as assigned. **EOE**

Job Requirements: Bachelor's Degree in Accounting preferred with a minimum of 1 year of hands-on experience with accounting Or Associate's degree with 2 year minimum experience in hands-on Accounting experience. Advanced Microsoft Excel skills and word processing. Strong working knowledge of Microsoft Office Suite software. Able to learn multiple finance software programs preferred. Ability to multi-task, prioritize, and work efficiently. Ability to listen, communicate effectively written and verbally, excellent grammar, spelling, and proof reading skills and must possess the ability to follow-up effectively with all staffing levels and clients/customers. Ability to demonstrate good common sense and sound judgment. Flexibility to adapt to all situations and work extra hours as needed. Ability to perform at high levels in a fast paced ever-changing work environment. Ability to anticipate work needs and follow through with minimum direction.

Program:

Finance/109 Legion Avenue

Schedule:

FT 40hrs

Mon-Fri 9am-5pm

Please forward letter of intent along with updated resume to:

Angel Cyr
Human Resource Recruiting Coordinator
Fax (203) 777-9645
Or Email: Acyr@continuumct.org