

MANAGEMENT ADVISORY GROUP OF NY

Educational and Administrative Consultants

"Doing it better for less"

Medicaid Billing/Data Entry **Full time position available immediately**

Educational consulting firm seeks a person with a high degree of competency in Microsoft Excel. The ability to learn new industry specific software programs will be necessary. On the job training will be provided. Approximately 95% of the job is computer based.

The position involves heavy data entry and requires attention to detail and accuracy. The candidate will prepare and submit claims for Medicaid reimbursement for services received by students with disabilities via web-based software.

This position requires strong organizational skills and the ability to multi-task while effectively managing and prioritizing tasks. The position also requires the ability to work under pressure and meet deadlines.

The candidate should be articulate, accurate and comfortable working as part of a team environment. Some communication with clients should be expected.

This is an hourly position with a starting range of \$12-14/hour, commensurate with experience. After a ninety day probationary period, rate may be adjusted based upon performance.

Employment Benefits:

Single medical and dental, paid holidays, 401k retirement plan, paid vacation, sick, personal time

Any job offer will be contingent upon satisfactory results of a background check.

Located in the village of Catskill, NY, parking available, hours 8:00am-4:00pm Monday-Friday.

Please send resume and two business references with a cover letter that includes a description of the type of work you have performed utilizing Excel to: Medicaid Billing Processor, 385 Main Street, Catskill, NY 12414, by-email to mag@magnyinc.com, or stop by the office for an employment application.

Management Advisory Group is an equal opportunity employer.