

job title: billing and finance administrator

Hours:

40 hours/week - Monday through Friday 8:00am-4:00pm

Educational Requirements:

High School Diploma or equivalent required, Bachelor's degree in Business or related field is preferred. Two years of billing and contract experience required.

Other Requirements:

Prolonged periods of sitting. Occasional walking, standing, stooping, reaching. Reading and writing proficiency. Proficiency with word processing, spreadsheet and database systems. Ability to work independently, multitask, and meet deadlines. Ability to lift 25 lbs. comfortably.

Job Summary:

Under general direction from the CFO, this position is responsible for maintaining the billing and contracts for various departments to ensure accurate and timely billing.

Salary:

Pay Range is \$23-\$25/hour, salary commensurate with experience.
Non-Exempt

**Accepting applications at 75 Litwin Lane, Chicopee, MA 01020 or at
www.career.us**

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