

Southern Minnesota Education Consortium #6083

Position: Administrative Assistant/3rd Party Billing Coordinator Full Time 1.0

Information: Perform a wide variety of specialized duties in support of the Director of Special Education. Previous knowledge of MARSS, 3rd party billing, and Sped Forms preferred but training is available. Applicant must be able to compile and enter a variety of information, verify data for accuracy, completeness, and compliance with established procedures. Applicant needs to be able to prepare and maintain a variety of records, logs and files including information of a confidential nature as well as maintain confidentiality of student and staff information and records.

Job Requirements: Valid driver's license and 2 year degree

Salary/Benefits: Competitive salary and benefits available

Deadline: Open until filled

Information: Please send a letter of interest, resume, and references to tlewison@smec.k12.mn.us or via mail to: SMEC, Attn:Tiffany Lewison, 203 2nd Street NW, Adams, MN 55909

Contact: Dan Armagost, Director of Special Education
(507) 582-3568 ext 5000

Posting Date: June 6, 2017