**Position Summary**

The Benefit Coordination and Recovery Unit (BC&R) within the Center for Health Care Financing conducts business services for the Executive Office of Health and Human Services (EOHHS) to maximize revenue for the Commonwealth of Massachusetts. Our services range from program analysis and consultation to handling claims preparation. Our consultants have an extensive understanding of government health financing structures and are well versed in the most current developments in federal, state and local legislation and regulations.

**Essential Functions /Scope**

- Review inputted and other data concerning assigned projects
- Provide reports to supervisor, assistant manager or above
- Work individually as well as being a team member
- Maintain spreadsheets, data bases and/or systems to track project progress
- Participate in professional training as well as cross training activities to enhance performance and skill set
- Foster compliance with state and federal regulations

**Required Qualifications**

- Associate degree in Finance, Public Administration or Business or equivalent
- 2 years experience in finance or public administration

**FLSA Status**

Non Exempt

**Promotional Process**

Requisition