



Benefits Coordinator * ARC of the Greater Hudson Valley Monticello, NY

Overview: The ARC of the Greater Hudson Valley is seeking a Benefits Coordinator in Monticello, NY. The Benefits Coordinator is responsible to organize and perform the fiscal duties required within the Residential and Community Residence Program. Submit all required documentation in a timely and accurate manner to appropriate funding source to ensure that the individuals we support receive their entitled benefits. Ensure the agency complies with all Federal and State regulations regarding Individuals Monies and Benefits. Advocate for the individuals we support to receive their entitled benefits.

Major Skills needed to perform the job:

Bookkeeping Experience

Experience in coordinating work with Social Security Administration and Department of Social Services preferred

Organizational Skills

Verbal and Written Communication Skills

Requirements:

HS/GED Preferred,

Bookkeeping Experience

Shift and Salary; This is a Full-Time position, Monday - Friday, \$22.00 hour; Benefits include Dental insurance, Health insurance, Life insurance, Paid time off, Vision insurance, Health Insurance, Dental Insurance and 401(K).

Apply by contacting Liberty Apostolides by email at lapostolides@arcghvny.org