



## NOTICE OF JOB OPENING

### *Anchorage Lead Costing Specialist*

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**OPENS:** 1/30/12

**JOB STATUS:** Full Time –Exempt

**CLOSES:** When Filled

**STARTING SALARY:** DOE

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### **JOB DESCRIPTION**

The Lead Costing Specialist performs a variety of preparatory, quality assurance, and general office duties as a part of the Waiver Processing Team. This position is responsible for the timely preparation of cost sheets which support the services provided by the agency. This position requires the ability to be attentive to detail, meet deadlines, a high level of competency in Microsoft Excel and the ability to be self motivated.

### **REQUIREMENTS**

**EDUCATION:**

- Associates degree in Accounting or related field.
- Experience can be substituted for education on a 2 for 1 basis.

**EXPERIENCE:**

- Two years costing experience preferred
- Medicaid services costing experience preferred

**OTHER:**

- Pass a criminal background check under state regulation
- Ability to lift 25 pounds
- Have a valid driver license & at least 3 years of driving experience (can include permit time)
- Provide a driving record that meets agency guidelines

### **FOR MORE INFORMATION, CONTACT:**

Human Resources Recruiter  
Hope Community Resources, Inc.  
540 W. International Airport Rd  
Anchorage, AK 99518  
1-800-478-0078  
[jobs@hopealaska.org](mailto:jobs@hopealaska.org)