



151 New Park Avenue, Box 75, Hartford, CT 06106
Phone: 860-724-6443/800-994-9422
Fax: 860-251-6107
Website: www.ncaaact.org



NOTICE OF VACANCY

DATE POSTED: August 26, 2024

20/hours per week

POSITION TITLE: Data Analyst I
REPORTS TO: Chief Operating Officer

POSITION OVERVIEW

Conduct data entry

DUTIES

- Enter data accurately and in a timely fashion
- Generate and analyze data reports to ensure accuracy and review compliance
- Communicate with providers to ensure compliance and submission quality
- Perform any other department or agency-related duties or special projects as directed by supervisor

QUALIFICATIONS

- Excellent organizational skills
- Attention to detail
- Excellent time management skills
- Working knowledge of Microsoft office products (Excel, word, etc.)
- Ability to work independently
- Excellent/ accurate typing skills/computing

Please email questions to: info@ncaaact.org

Please send any written correspondence to:

Maureen C. McIntyre, CEO
North Central Area Agency on Aging
141 New Park Avenue, Box 75
Hartford, CT 06106