



SUSTA CostShare Expense Claim Coordinator

Position Description

CostShare Expense Claim Coordinator (full-time)

SUSTA has an opening for a full-time CostShare Expense Claim Coordinator. This position is responsible for working closely with CostShare companies to assist in the reimbursement of eligible marketing and promotional expenses. The core responsibilities include serving as a liaison to help coordinate the submission, review, and reimbursement of eligible marketing and promotional expenses to companies. This is done by educating companies on the types of marketing expenses that are eligible, reviewing the expenses received following a marketing and promotional event, notifying companies of their expense claim assessment, and informing them on the amount that will be reimbursed.

Candidate must have great customer service skills, be very organized, detailed oriented, must be able to communicate well with CostShare companies, and be able to close CostShare claims in an efficient manner. Candidate should possess a B.A. degree in business or related field or a minimum of three years related claims processing, billing, or customer service experience.

Deadline to submit resumes for this open position is Friday, October 26, 2018 5:00pm CST.

Hours for this Position:

- Monday through Friday, 8:00am to 5:00pm

Advantages of this Opportunity:

- Competitive salary
- Benefits including Medical, Dental, and Vision
- Paid Parking

- Paid Holidays
- Fun and positive office environment

Please send résumé and a list of three references to:

SUSTA
ATTN: Human Resource Expense Claims Coordinator
701 Poydras Street
Suite 3845
One Shell Square
New Orleans, LA 70139

Or

HR@susta.org

SUSTA does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital/family status. Persons with disabilities, who require alternative means for communication of program information, should contact us. SUSTA is an Equal Opportunity Employer.