



Case Manager Assistant:

Private Fiduciary firm seeks full-time Case Manager Assistant to assist Case Managers in handling financial affairs for incapacitated and/or disabled clients as well as Trust beneficiaries. Hours will be M-F, daytime. This position requires a high-energy individual who is self-motivated, self-directed, open to new ideas and brainstorming and has the ability to multi-task.

Specific responsibilities for this position may include, but are not limited to:

- knowledge of bill paying and budgeting principles;
- ability to review and analyze invoices;
- knowledge of basic accounting principles;
- comfortable contacting vendors on the phone to resolve billing or other issues;
- organization and follow up skills.

Timeliness and accuracy on projects and records is imperative. Candidates must be able to respond to daily requests from case managers and other professionals, prioritize work load and work well in a team environment.

This position also requires some field work; working with outside contractors, suppliers, real estate agents, financial institutions, etc. Reliable transportation will be needed. Intermediate skill in typing and the latest Microsoft Office Suite (Word, Excel, Outlook) required as well as good basic math skills. Some knowledge of QuickBooks and 1+ years of relevant office assistant experience strongly preferred. This is an entry level position. Salary commensurate with abilities/experience.

Please send your resume to [shawnnah@staggfs.com](mailto:shawnnah@staggfs.com) and [connieh@staggfs.com](mailto:connieh@staggfs.com)

