

Data Coordinator

- PAY RATE:** \$16.40
- LOCATION(S):** Belmont, NY
- WORK YEAR:** 12 months (temporary position with long-term potential)
- WORK HOURS:** 35 hours/week, generally, Monday-Friday 8:00AM-3:30PM, some evening/weekend work may be required.
- JOB SUMMARY:** Ensures data reliability and systems effectiveness by completing agency and program data entry and providing administrative support to assist the Data and QI Manager in assuring optimal functioning of the agency's data management systems. Assists in agency and program service compliance by maintaining filing system for records per agency and contract requirements. Assists with program applications, referrals, and registration processes as assigned.
- QUALIFICATIONS:** High school diploma
- EXPERIENCE:** Computer savvy, strong attention to detail, and comfort working with office equipment such as a scanner, preferred.

- ACCORD**
- BENEFITS:**
- This is a full-time twelve-month position.
  - Choice of 2 medical plans (co-pay or high deductible with health savings account option)
  - Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
  - 13 paid holidays (11 holidays and 2 floating holidays)
  - Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
  - Professional development advancement opportunities

SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:

**MAIL:** TRINA LAFLEUR, HR DIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813

**EMAIL:** [tlafleur@accordcorp.org](mailto:tlafleur@accordcorp.org)

**FAX:** 585-268-7607

*Everyone is welcome here. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*