

# JOB OPENING

NORTHWEST TENNESSEE HUMAN RESOURCE AGENCY

## CONTRACT BILLING SPECIALIST

Northwest Tennessee Human Resource Agency has a full time opening for Contract Billing Specialist for the Public Transportation Program.

Applicant must have effective communication skills, oral and written, be able to multi-task, and detail oriented. Must be proficient in Microsoft Word and Excel. Bachelor's degree from an accredited college or university. College requirements may be waived with relevant experience.

Interested parties should email letter of interest and resume to Emily Payne at [Emily.Payne@nwtd.org](mailto:Emily.Payne@nwtd.org) no later than July 8, 2022 at 10 a.m.

**Northwest Tennessee Development District and Human Resource Agency does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.**