**SOCIETY’S ASSETS, INC.**

**IL JOB DESCRIPTION 4.7b**

**REP PAYEE ASSISTANT – PART TIME HOURLY Date: 6/20**

**Job Summary:** The Representative (Rep) Payee Assistant is responsible for providing clerical support to the Rep Payee Program in the Independent Living Department. They will complete the bank reconciliation, vendor and internal billing, and other reports for the Rep Payee program.

**Qualifications:** A high school diploma plus clerical and/or accounting experience. Good typing ability (50 words per minute), good telephone, written and verbal communication skills. Accuracy is a must. Computer experience with Microsoft Office and QuickBooks. Must be able to work well with other provider agencies and people with disabilities.

**Essential Job Functions:**

1. Reconcile bank statements on a monthly basis.
2. Create a reconciliation report.
3. Prepare analysis of account for specific requests as needed.
4. Follow up on checks that have not cleared.
5. Complete special projects regarding the account.
6. Manage authorizations, and coordinate and obtain some authorizations from the funding source.
7. Accurately invoice funding sources for services provided. Apply adjustments as needed.
8. Maintain record system for accounts receivable.
9. Provide clerical support such as copying, filing, faxing, or printing reports.
10. Process, collate and mail out information.
11. Answer incoming phone calls when Rep Payee staff are not available and take detailed messages.

Non-Essential Job Functions:

1. Assist in agency mailings as needed.
2. Perform all other job duties assigned.

Work Environment and Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level is usually low to moderate. While performing duties of this job, the employee must be able to readily communicate with consumers and utilize the telephone as well as have visual acuity to identify people and written materials. The employee must occasionally lift and/or move approximately 10 to 20 pounds attributable to files and documents.

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**REP PAYEE ASSISTANT - Non-Exempt Part-time**

Emotional Demands:

Must be able to remain calm in challenging or difficult situations. Must project customer service standards of excellence – must treat clients/consumers and staff with respect, dignity and kindness.

Accountability:

The Rep Payee Assistant is directly accountable to the Assistant Director of Independent Living – Rep Payee Program.

If you wish to apply for this position, please send a resume and a letter of interest to

Tricia Lewis, Director of IL

Open until filled