



AVAILABLE POSITION

Representative Payee Clerk

This position is a part-time position that is primarily responsible for all areas of the Representative Payee program. In addition to performing the specific duties of a Payee, this individual will also perform Administrative Assistant duties on an as needed basis.

RESPONSIBILITIES

- Use Social Security payments for the claimant's living necessities first such as utilities, rent, clothing and food
- File an accounting report on how the payments were used when requested by the Social Security Administration.
- Notify the Social Security Administration when the claimant dies, leaves the program or changes his/her living arrangements.
- Comply with the conditions for reporting certain events that occur to the client and also for returning checks the claimant is not due.
- File annual reports of earnings for the individuals, if required.
- Use all payments provided to me by the Social Security Administration as representative payee for the sole purpose of the claimant's needs or if not currently needed save them for his/her future needs.
- Maintain all documents, check book, client files, financial statements, computerized accounting system etc.

WORK HOURS: This is a part-time position with a maximum of 32 hours per week to be scheduled at the discretion of management. The position reports to the Director of Representative Payee.

REQUIREMENTS: Candidate must have a minimum of a high school diploma or general education degree, with a preference for college or vocational training in the fields of accounting, business, and/or marketing. Candidate is preferred to at least one year of experience working as a representative payee and/or working in another accounting/billing department. Candidate should have skills in typing, filing, general bookkeeping, computer operations. He/she should have knowledge of office organization, scheduling, patience to work in a variety of interdisciplinary situations and ability to maintain confidence in following directives. Knowledge of Quick Books is preferred.

SALARY RANGE: Salary based on experience and qualifications.