

## **REPRESENTATIVE PAYEE**

This position is responsible to work with individual payees, their teams, and Program Coordinator Technician (PCT) to manage Social Security and Social Security Disability Insurance funds of assigned people in accordance with Social Security Administration policies. This position will also serve as the initial point of contact, granting visitors access to the building via phone system.

## **DUTIES**

The primary responsibility is to promote the growth, well-being and autonomy of the individual served.

Complete all Rep Payee services, including but not limited to maintaining accurate bank account balances, maintain electronic and paper records, ensure bills are paid in a timely manner, and communicate with the team and individual served.

Work with the PCT to assist the individuals served in obtaining and maintaining all available financial assistance including Social Security, SSI, food stamps, Medical Assistance and Housing Assistance; thereby ensuring continuity of funding.

Complete receptionist duties including but not limited to, answering telephone calls and granting visitor access to the building.

Attend agency staff meetings, participate in agency sponsored in service training, and independently enhance personal/professional development by reading and attending job-related workshops and classes.

## **EDUCATION**

- Minimum 2-year degree in accounting or business preferred,

## **EXPERIENCE**

- Knowledge of mathematical procedures and Business English sufficient to read and complete financial benefit forms.
- Two years' experience in accounting or bookkeeping.
- One-year experience in the human service field, preferred.

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