



Accounting Assistant Representative Payee Program

POSITION DESCRIPTION

The Program Assistant of the Representative Payee Program is a part-time position and is responsible for assisting in the full implementation of the Payee Program. Supports the agency's efforts to undo institutional racism, build cultural competence, and serve an increasingly diverse population.

ORGANIZATIONAL REPORTING RELATIONSHIPS

Department: Operations

Supervisor: Director of Operations & Finance, Rep Payee Coordinator

Other key relationships: Payee Participants

JOB SUMMARY

The Program Assistant of the Representative Payee Program assists in providing culturally responsive financial management services for individuals with intellectual and developmental disability (I/DD) who receive social security income.

ESSENTIAL FUNCTIONS

- Utilize and monitor budgets for clients
- Pay client bills on time
- Complete bank account reconciliations in a timely manner
- Assist in preparation of RAR's (Reimbursement Assistance Request) to the State
- Manage client's finances to prevent homelessness
- Be compliant with Social Security Administration policies and regulations
- Be compliant with DSHS SLP program policies and regulations for SLP clients
- Maintain accurate bookkeeping for all clients' financial records
- Work effectively with the Operations team and other program support staff
- Helps ensure program documentation is up-to-date.
- Responds to inquiries from community members in a timely fashion and with competence
- Helps make program activities accessible to different cultural communities in terms of disability, language, culture, location, and other cultural issues.

The above is not a comprehensive list of activities, duties or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deems necessary.

QUALIFICATIONS

Education Some college accounting or High School accounting or bookkeeping coursework preferred, or experience with

bookkeeping, accounts payable and accounts receivable, or a combination thereof.

Minimum Qualifications

- Minimum one year bookkeeping, accounts payable, and/or accounts receivable experience in an office setting
- Database entry skills, preferably using Microsoft Access
- Ability to learn required skills through experience, on-the-job training, and other professional development opportunities
- Ability to learn and assist in implementation of State of Washington Mandatory Reporting requirements
- Ability to learn and comply with the Social Security Administration's Guide for Organizational Representative Payees
- Demonstrated ability to work effectively with individuals of diverse economic, ethnic and social backgrounds
- Excellent communication skills, interpersonal skills, and ability to work with a team
- Dependable and able to meet a consistent work schedule
- Ability to persevere in the face of obstacles
- Experience in using MS Office Suite (e.g. Word, Excel, Access, Outlook, etc.) and able to learn and use other required technology **OR** a combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

PHYSICAL AND OTHER REQUIREMENTS

- Ability to pass a criminal background check
- Ability to work in an open office environment
- Strong organizational skills
- Presence in the office during work week is required.
- Work hours typically occur between 8:30-4:30 Monday-Friday with some flexibility Since this is a part-time position, work hours will be determined that work best for the applicant as well as The Arc of King County
- May require occasional evening and weekend work with advance notice

SALARY / BENEFITS

This is an hourly part time (up to 25 hours/wk) non-exempt position with some benefits. Wage range \$15 to \$17.50 depending on experience.