



## Staff Accountant/Representative Payee

**Job Code:** SARP - 115  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$19.35 - \$31.65 Hourly  
\$1,548.00 - \$2,532.00 Biweekly  
\$40,243.00 - \$65,833.00 Annually

**FLSA:** Exempt

### Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

### General Description

The purpose of this job is to manage, coordinate and account for the center's representative payee program. The representative payee coordinates with MH/IDD staff and or case managers to obtain pertinent information regarding clients who currently have or will be receiving social security disability insurance or supplemental security income benefits. Representative Payee is responsible for maintaining clients' ledger reports, prepare and maintain clients documentation to respond to the social security administration requests. This position also includes preparing, recording and understanding accounting transactions within the center and monitor and maintain fixed assets and schedule depreciation.

This class works under general supervision, independently developing work methods and sequences.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Receives SSA/SSI benefits from social security administration on client's behalf in order to distribute their payables for rent, utilities, medical/dental, food, allowances, clothing and other expenses. Ensure Deposits are posted into RPM system.
- Processes allowance disbursements consistent with the clients' budget and related check requests. Ensures that clients' expenses are paid from check requests twice per week for approved and necessary reasons.
- Manage the clients individualized monthly budget that was developed by the case manager.
- Maintains all required documentation to ensure compliance with SSA Rep Payee requirements.
- Prepares and responds to any and all audits requested by Social Security Administration.
- Prepares monthly balance of accounts.

- Reviews deposits and receipts for clients benefits on a monthly basis.
- Conducts Representative Payee and Fixed Asset analysis for financials.
- Ensures that emergency expenditures requested contain proper documentation, written explanation and approval.
- Serves as liaison between Social Security Administration and Emergence Health Network in providing information for center clients as the representative payee.
- Alerts case managers to any relevant regulations that may apply to transactions and inform other parties as to any changes in the agreements or amounts received.
- Determines appropriate and necessary actions regarding SSA/SSI correspondence. Notifies case managers when Social Security Administration has approved/disapproved client's application.
- Maintains fixed assets sub-ledger and associated acquisition/depreciation schedules.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires High School graduation or GED equivalent supplemented by one (1) year of responsible experience in customer service, bookkeeping, finance or closely related field; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.