

Job Description: Payee Assistant Position

The Payee Department performs several functions.

1. Representative Payee for SSDI and/or SSI beneficiaries
2. Assisting Payee and Finance Departments

**The Payee Assistant role and responsibilities**:

* Meet with Consumers to determine expenses. Weekly spending money allotment; and determine monthly budget parameters.
* Assist payee consumers towards independence in their monthly handling.
* Write and post Quicken/RPM and mail consumer’s bill payments in their monthly handling.
* Write, post to Quicken/RPM and mail when designated rent & payee fee checks.
* Keep accurate payee records, payee check and copies of receipts.
* Keep accurate up to date statistics on current and former payee consumers.
* Excel spread sheet accurate and up to date.
* Generate monthly reports upon request.
* Assist Consumers as needed and on a daily basis.
* Work directly with Consumers with Mental Health Diagnosis.
* Other duties as assigned by Director.
* Answering phones.
* Knowledge accounting/Billing
* Data entry

**Payee Assistant Administrative Duties:**

* Develop a monthly budget with clients and demonstrate how their budget works.
* File documents accurately and be able to multi-task several projects at once.
* **Full-Time Position (40 hours per week) with Benefits**
* Job Type: Full-time Reports to:

Debra Oakes

Director of Payee Services

Breakthrough House, Inc.

403 NW Lyman Road Suite A

Topeka, Kansas 66608

785-232-6807 Ext. 103

Please respond by emailing your resume to:

[doakes@breakthroughhouse.org](mailto:doakes@breakthroughhouse.org)