

Job Announcement – Please Circulate

- POSITION:** FIU Account Manager - Full-time
- SALARY:** \$23.82 per hour (annualized \$49,546) plus excellent benefits including a paid hour lunch break, 15 days of vacation, 15 days of sick leave and 14 personal and observed holidays
- REPORTS TO:** FIU Account Supervisor

AGENCY:

Conard House, Inc. is a non-profit organization creating communities which empower people and restore hope. We work with a diverse population and strive for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building Community. The Fiscal Intermediary Unit (FIU) provides technical account management services and support staff in delivering representative payee services. Conard House is a committed equal opportunity employer. Pursuant to the City and State's Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. People from diverse backgrounds are encouraged to apply.

QUALIFICATIONS:

This position requires strong written, oral and interpersonal communication skills. Ability to work in a team-oriented, collaborative environment. Excellent organizational and follow-up skills with attention to detail. Strong computer skills including Microsoft programs; Outlook, Word, Excel. Database management experience is preferred.

DUTIES AND RESPONSIBILITIES:

- Use representative payee software to process check requests and ACH transfers to debit cards for multiple sites locations, including printing checks and reports. Send checks to sites locations or print checks remotely.
- Interface with banking system to record deposits, cancel payments, and post daily transactions.
- Using current bank communication systems, process Stop Payments, make Deposits and Check Inquires and order Check Photocopies. Perform daily Positive Pay procedures; daily DDS download and import; and daily ARP file transfer.
- Monitor rejected debit card ACH transactions.
- Create new vendor profiles as requested, verify information is accurate.
- Create, Open, Discharge account status and verify submitted information is accurate.
- Communicate with program staff to answer account questions, resolve problems, and troubleshoot account information and balances.
- Monitor client balances to ensure that no disbursements are issued for clients with a negative balance.
- Perform general office duties, including answering phones, opening of mail, and check filing.
- Other duties as assigned by Supervisor.

Application Procedure: please write "FIU Account Manager" on the subject heading when emailing resume to jobs.Accounting@conard.org. Open until filled.