

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Check Processing Manager
DEPARTMENT: Operations
STATUS: Full-time / salaried / exempt
SUPERVISED BY: Operations Officer
DATED: 2/03/2021

JOB SUMMARY:

Reporting to the Operating Officer, the Check Processing Manager plays a key role in the success of the Operations Department. This position provides direct supervision to Finance staff members engaged in distributing CARES Act funding to eligible recipients. This is a long-term temporary position that is expected to last, at least, through the end of 2021.

QUALIFICATIONS:

Competencies: Must treat each individual with dignity and respect; maintain client and program confidentiality and support the overall mission and direction of the organization. Must be a team player, self-starter, dependable, exercise discretion and adhere to business professional code of ethics. Must have mature planning, organizing and execution skills and be comfortable working in a dynamic organization that addresses a wide range of needs in the community.

Education/Experience: Bachelor's degree (B.A.) in business administration or related field from a four-year college or university preferred with a minimum of two years supervisory and accounts payable experience. Proficient use of MS Office Suite and accounting software required.

Skills: Must be able to read, comprehend and address a variety of external reporting requirements. Must have exceptional attention to detail and accuracy. Must have a high level of integrity and trustworthiness. Must be able to communicate clearly and professionally both verbally and in writing within the organization and externally.

DUTIES & RESPONSIBILITIES:

Data Entry

1. Oversight of the team responsible for entering new vendors and check information in the Accounting software.
2. The data entry may range from 200 – 500 checks per day.

Check Processing

1. Oversight of the team responsible for printing and mailing checks to recipients.
2. Oversight of proper backup retention procedures.
3. Maintenance of filing system.

Transaction Research

1. Oversight of the team responsible for research client and program team inquiries.
2. Work with the Operations Officer and other team members to resolve issues. This may involve voiding and reissuing checks.

Reporting

1. Provide a daily report of the number of checks issued for each program and the associated dollar amounts.
2. Prepare reports for contracting agencies as requested.

Supervision

1. Directly supervise three team leads who may have up to 8 staff reporting to each of them.

Physical Requirements: Ability to work at computer terminal for long periods of time.

Training Requirements: Must attend agency and department orientation. Must attend all staff meetings and trainings as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____