

## CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

**TITLE:** Check Processor  
**DEPARTMENT:** Operations  
**STATUS:** Full-time / salaried / non-exempt  
**SUPERVISED BY:** Check Processing Lead  
**DATED:** 2/11/2021

### **JOB SUMMARY:**

Reporting to the Check Processing Lead, the Check Processors play a key role in the success of the Operations Department. These positions are directly engaged in distributing CARES Act funding to eligible recipients. These are long-term temporary positions that are 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:** A minimum of one year data entry, accounts payable or clerical work experience is 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. Enter transactions into the Accounting system.
2. The data entry for the team may range from 200 – 500 checks per day.

#### **Check Processing**

1. Participate in printing and mailing checks to recipients.
2. Maintain proper backup retention procedures.
3. Filing (as needed).

#### **Transaction Research**

1. 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.

**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: \_\_\_\_\_