POSITION DESCRIPTION

TITLE: P.E.O. Accounts Payable Assistant/P.E.O. Educational Loan Fund Payment Processor

DEPARTMENT: Treasurer’s Department

SUPERVISOR: Accounting Manager

POSITION SUMMARY: The P.E.O. Accounts Payable Assistant/P.E.O. Educational Loan Fund Payment Processor is responsible for maintaining current, detailed accounts for each outstanding educational loan, including issuing new loan installments and applying payments to existing loans. This position also processes accounts payable for all funds of International Chapter and P.E.O. Foundation.

This is a 40-hour-a-week, Monday through Friday full-time position, with flexible hours between 7:00 a.m. and 4:30 p.m. A full benefit package includes insurance (health, vision, dental, life and long-term disability), paid-time off, holidays and 401(k).

RESPONSIBILITIES:

• Prepare monthly summary reports for educational loan receipts of principal and interest.
• Process new loan installment payments and post to the proper student account.
• Generate and send monthly notices of interest due and payment booklets.
• Maintain current names and addresses of loan recipients.
• Enter automatic checking and credit card payments for loans and maintain authorization forms for active accounts.
• Prepare and reconcile monthly reports of loan activity.
• Work with independent auditors to send annual confirmation letters to borrowers.
• Manage accounts payable using accounting software; enter invoices and process payment in a timely manner.
• Import vendor files and scholarship and grant installments from P.E.O. funds and process funding by check or electronic payment.
• Maintain accurate vendor files for accounts payable.
• Perform other duties as deemed necessary.

SUPERVISION: This position reports to the Accounting Manager and operates within guidelines developed by the Executive Board of International Chapter and office practices.
and procedures established by the Executive Director. Questions should be referred to the Executive Director or Director of Finance/Treasurer.

REQUIRED SKILLS:
- Proficient with Microsoft Word, Excel and Outlook.
- Familiarity with accounting programs a plus.
- Good verbal and written communication skills.
- Good math aptitude, interest in working with figures, and accuracy in payment application and check writing.
- Ability to recognize reasonableness of results.
- Efficient processing of a large volume of receipts.
- Timely distribution of interest notices.
- Flexibility and adaptation to work assignments.

PHYSICAL DEMANDS/WORK ENVIRONMENT:
- This position works on-site at the P.E.O. Executive Office
- Must be able to lift up to 25 pounds at times
- Must be able to accommodate office responsibilities, including sitting and standing for extended periods