



International Chapter P.E.O. Sisterhood

P.E.O. Executive Office
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Des Moines, Iowa 50312-2806

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POSITION DESCRIPTION

TITLE: P.E.O. Educational Loan Fund Payment Assistant

DEPARTMENT: Educational Loan Fund Department

SUPERVISOR: Supervisor of Educational Loan Fund

POSITION SUMMARY:

P.E.O. is a philanthropic educational organization where women motivate, educate and celebrate women. Our beautiful office, friendly staff and dedicated volunteer leaders make this an ideal opportunity to add positivity to the world.

The P.E.O. Educational Loan Fund payment assistant is responsible for maintaining current, detailed accounts for each outstanding educational loan, applying payments to existing loans, monitoring past due loans and responding to borrower inquiries.

This is a 30-hour-a-week, Monday through Friday full-time position, with flexible hours. 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.
- 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.
- Generate and send late notices to borrowers.
- Send loan documents to collection agency when appropriate and track progress of collection.
- Respond to inquiries regarding loan payments.
- Perform other duties as deemed necessary.

SUPERVISION:

This position reports to the supervisor of the P.E.O. Educational Loan Fund and operates within guidelines developed by the Executive Board of International Chapter and office practices and procedures established by the Executive Director.

SKILLS:

- Computer skills required with proficiency using Microsoft Word, Excel and Outlook
- Familiarity with student loan programs a plus
- Experience in accounts receivable processing preferred
- Good verbal and written communication skills
- Good math aptitude, interest in working with figures, and accuracy in payment application
- Ability to use logic to problem solve and recognize reasonableness of results
- Efficient processing of a large volume of receipts
- 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