

CHEYENNE RIVER SIOUX TRIBE
SUPPORT SERVICES
PROTECTIVE PAYEE CLERK

DESCRIPTION OF WORK

General Description of Duties: The Protective Payee Clerk will assist the Protective Payee Director in managing income for beneficiaries who are unable to manage their own finances, by maintaining their beneficiary/client files. Beneficiaries are all clients who receive funds from Security Income, Supplementary Security Disability Income (SSDI), and Aid to Families with Dependent Children (AFDC), and Trust Income from Bureau of Indian Affairs (BIA), Retirement, General Assistance (GA), Utility Allowance (UA) /CRHA, and Social Security.

Supervision Received: Works under the immediate supervision of the Protective Payee Director and general supervision of the Accounting Compliance Officer.

Supervision Exercised: None.

EXAMPLES OF DUTIES (Duties may include but are not limited to the following):

Receive referrals from Social Services Agencies, CHR Program, Loan Officer, Tribal Courts, Schools, Alcohol programs, etc. Obtain all information on referrals from these agencies and files all correspondence accordingly.

Assists with client intake forms and requests.

Answers all incoming phone calls and maintains a log for each call pertaining to the clients.

Assists with distribution and delivery of checks for clients and vendors.

Assists the Director in preparing long-term budget management plan with client and referring agency with the objectives of achieving financial independence.

Assist the Director with routing appropriate finance vouchers for rent, utilities, purchase food, clothing, furniture, funeral and medical expenses.

Assist with networking and maintaining contact with local agencies and providers in each community, when needed.

Must be familiar with all guidelines and mandates of the programs involved.

Must assist the Director with maintaining accurate monthly expenditures and receipts in client files.

Client files includes, but is not limited to: An accurate accounting of all financial transactions, receipts, finance vouchers, purchase orders, written documents of contacts, telephone calls, home visits, and have signed budget plans on file, and submit monthly or quarterly reports to supervisor and copies to referring agency.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Working knowledge of bookkeeping/accounting procedures, budgeting and basic computer knowledge. Must have knowledge of Microsoft Excel, Microsoft Word and Infinite Visions. Ability to meet and greet the public and establish effective relationships with employees and the public. Working knowledge of various programs on the Cheyenne River Sioux reservation. Must possess the ability to communicate both orally and in writing in all matters involving the program. Ability to speak and understand the Lakota Language preferred but not required.

Education: High School diploma or GED.

Experience: One year of related work experience in accounting or related field.

Special Requirements: Must have a valid driver's license (must be attached).

Confidentiality is a requirement. Ability to keep all client/program matters confidential in accordance with the Privacy Act. Subject to the CRST Drug and Alcohol Testing Policy.

Revised Date: 03.03.22