

PayPal Officer Job Description

Approved by the Stallari Council on 5/1/2021

The PayPal Officer is a Lesser Officer to the Chancellor of the Exchequer and is responsible for administration, setup, education and transferring of funds for every event that uses PayPal. These duties also include delivering and meeting deadlines for the following:

The PayPal Officer is responsible for the maintenance of the Kingdom PayPal account, and is the primary contact for local groups wishing to use PayPal for event registration. This requires that they:

- Ensure that PayPal business account paypaladmin@northshield.org remains active, and that the password is current and known by the PayPal Officer, and the Kingdom Chancellor of the Exchequer.
- Ensure that all funds collected in the Kingdom PayPal business account are transferred into the Kingdom PayPal checking account in a timely manner.
- Compile a list of all payments made to the Kingdom PayPal account, and the total of fees paid to PayPal for the use of the account.
- Read emails sent to the email address associated with the office on the Kingdom webpage on a regular basis; and respond to all requests in a timely manner.

When local groups within the Kingdom choose to use PayPal for event preregistration, the PayPal Officer is responsible to facilitate those registrations. This requires that they:

- Ensure that a link is created for use on the event page for any event wishing to use PayPal that will allow a registration request to be submitted to the Kingdom PayPal Officer.
- Ensure that all individuals requesting registration are issued a PayPal invoice for the appropriate amount for the services requested.
- Compile a list of all individuals registering for an event using PayPal, the services they requested, the amount they paid into PayPal, the fees collected by PayPal, and the net amount to be paid into to Kingdom PayPal checking account for that individual's registration. The compiled list of all individual registering for a given event will be submitted to the Kingdom Exchequer and the Event Steward within 48 hours of the close of preregistration.

When local groups within the Kingdom choose to use PayPal for registration at the event gate, the PayPal Officer is responsible to facilitate those registrations. This requires that they:

- Ensure that, when a local group submits a completed authorization form to use PayPal, any individuals from that group who will be accepting credit card payments at the gate are given instruction in how to use the tools to successfully complete the PayPal charges.
- Ensure that the local group are aware of and responsible for necessary requirements to accept credit card payments at the gate, including a secure internet connection, a smart phone or tablet, and a PayPal-acceptable credit card reader.
- Ensure that a unique PayPal login is created for each Exchequer taking cards, and that said login is disabled after the event.
- Compile a list of all individuals registering for an event using PayPal, the services they requested, the amount they paid into PayPal, the fees collected by PayPal, and the net amount to be paid into to Kingdom PayPal checking account for that individual's registration. The compiled list of all individual registering for a given event will be submitted to the Kingdom Exchequer and the Event Steward within 48 hours of the close of the event.

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Time Commitments

Workload will vary but expect to put in an average of 4 hours a week, with more time being required prior to or during events using PayPal registration. Meeting travel is not required for this position.

This is a warranted position which requires Stallari approval. Warranted officers must be paid members of SCA, Inc.

Required for this position are:

Dependable email access.

Dependable phone access.

Dependable internet access capable of supporting Zoom or similar meeting software.

Moderate proficiency with Microsoft Excel and similar spreadsheet applications.

Moderate proficiency with Microsoft Word and similar word processing applications.

Ability to clearly communicate verbally and in writing, i.e. in person and via email, phone, and in written reports.

Working knowledge of relevant procedures and processes, including the Northshield PayPal Policy.