



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

ACCOUNT SERVICES SPECIALIST

Circuit – Friend of the Court

Starting Salary: K-03 (A) \$14.57/hr.

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Posting: # 039-21

Date Posted: 04/06/2021

Deadline: Until filled

Responsibilities and Qualifications:

According to Friend of the Court administrative policy, this position enters accounting information, following court orders ordered by the Family Division of Circuit Court

Review proposed orders submitted by all parties, including modifications, visitation abatements, etc., clarify unclear language, reconcile figures, recalculate and revise figures as pursuant to court orders, and contact appropriate parties regarding disposition. Record and consolidate all data on parties and children in physical file and database, linking case numbers where appropriate. Monitor case development and establish suspense account. Manage support account balances.

Adjust accounts due to emancipation, death, termination of parental rights, etc. Forward to appropriate departments as necessary. Verify daily deposits before checks are printed. Review Income Withholding orders, verify employment, update the database accordingly, and prepare orders as required. Investigate account discrepancies, corrections, and pending enforcement. Correspond with clients regarding emancipation, case inquiries, balances, and reconcile differences.

Liaise with staff and State agencies regarding accounting policies and procedures and other duties as assigned.

High school diploma or equivalent with some college-level courses in accounting or bookkeeping or equivalent experience. Previous background in the court system. Previous experience with computer software including Excel, Word Processing, and Group Wise, typing 45 wpm. Proficient on a 10-key calculator. Must have extensive knowledge in legal terminology, accounting practices, statewide Child Support Enforcement System, and office procedures and equipment. Must be able to pass the FOC accounting test and be sworn in as a Deputy Court Clerk.

Must pass a Federal and State background, LEIN fingerprinting and drug screen checks.

HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4th Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | www.kalcounty.com/hrd

County positions include benefits package with medical coverage, paid holiday and vacation time. Available supplemental dental and vision. Defined Benefit pension after vesting period.

VETERANS: Please provide your joint services transcript with your application.

Apply online: <https://www.kalcounty.com/hrd/openings.php>

