

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNT CLERK III - FRIEND OF THE COURT

General Summary:

Under the supervision of the Casework Supervisor, receives and processes change in status forms from the Family Independence Agency, resolves problems related to the certification process, and makes appropriate entries and changes to the computer system. Performs detailed audits of client files, requiring review and interpretation of accounting histories, and responds to inquiries related to audits. Serves as back-up to cashiers and Records Department support staff.

Essential Functions :

1. Receives, stamps, and processes, following Friend of the Court and Family Independence Agency policies and procedures, Change In Status forms from the Family Independence Agency to ensure the proper disbursement of support money. Follows-up on any problems with Change In Status forms, such as receiving certification on cases not being charged on, receiving information that does not match records, identifying questions regarding case status, and related issues.
2. Enters charge changes on the computer for certifications, decertifications, or adding/removing dependents from ADC grants. Makes audit adjustments.
3. Enters balance update sheets to correct any charges that may have been misapplied because of the timing of the certification/decertification process and assigning arrears.
4. Regularly audits client files upon request of attorneys, clients and others or due to decertification from ADC. May require locating missing histories, contacting client for additional information, or contacting Circuit Court for missing orders. Tracks the accounting history of the file, including timing of children moving between parents, changes in support billing, reconciliations and separation of parents, and ensuring the accuracy of the account and computing surcharges that may have accumulated on arrearages. May require the interpretation of orders and adjustments. Enters balance adjustment sheets and makes necessary changes in the computer. Prepares audit form and provides parties with audit results.
5. Responds to inquiries related to audits, account information, arrearages, abatements, and related accounting matters from government agencies, Friend of the Court staff, and clients.
6. May testify in court as to audit procedures and findings.
7. Maintains listing of alternate payees of ADC grants and tracks manually.

8. Reviews and completes FIA forms to request refunds of overpayments from the State due to misdirected payments, SSI involvement, and administrative tax review.
9. Requests and issues ADC refunds related to the timing of certification/decertification process. Seeks refunds from the State for tax offset monies going to the State and not applied to proper case.
10. Pulls files on confinement expenses and makes appropriate balance adjustments and requests for refunds. Reviews orders to determine if a child support increase is to take effect or other reimbursement categories should be entered.
11. Performs a variety of support tasks such as copying payment histories, sending faxes, preparing mailings, and performing related tasks.
12. Provides back-up coverage to the cashiering unit, and serves as back-up to Records Department support staff.

Other Functions :

13. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent. Prefer some advanced coursework related to data processing and accounting.

Experience: One year of experience involving accounting and data entry.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Prolonged sitting while entering data to computer.

Working Conditions:

Works in office conditions.

