

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNT COORDINATOR - FRIEND OF THE COURT

General Summary :

Under the supervision of the Assistant Friend of the Court/Operations, oversees the processing and posting of support money, and is responsible for the recording and deposit of such money in a timely and accurate manner. Investigates and resolves problems relating to payments or application of funds. Serves as lead worker to the Cashiers and Account Clerk II.

Essential Functions :

1. Serves as lead worker to the Cashiers and Account Clerk II, includes training employees, assisting and instructing employees in their work, and reviewing work products. Responds to inquiries of support staff related to operational or procedural matters and assists with problem cases.
2. Balances cashiers' daily receipts and prepares deposit slip for each batch. Operates scanner on each batch of checks.
3. Enters problem payments and overpayments to the computer system, and prints a listing for each Caseworker or Enforcement Specialist.
4. Enters cash receipts, cash disbursements, and journal entries to the ledger system. Runs a history on each journal entry and updates voided checks.
5. Assists staff in answering inquiries regarding procedural information and deals with the more complex operational questions. Researches files to respond to questions from attorneys and clients. Serves as bank contact for problem resolutions, and initiates stop payment requests. Answers procedural and account inquiries, and contacts employers and other agencies to collect additional information.
6. Oversees the automated monthly bank reconciliation process and works with staff and bank on any problems.
7. Records Non-Sufficient Fund checks and generates letters to clients. Records bond payments and release payments from the Sheriff's Office, and coordinates special instructions from caseworkers to cashiers on how the payment should be dispersed.
8. Researches outstanding checks that have never been cashed. Prepares escheats transmittal to the State.

9. Serves as back-up to Computer Operator, includes operating data processing equipment and mail room equipment and provides back-up on the forms handling machines. Backs-up cashiers and other support positions.

Other Functions :

10. 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 with some college-level coursework in accounting and data processing.

Experience: Two years of accounting experience including experience with related data processing systems. Prefer experience in a court or related legal setting.

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 periods of sitting at a computer terminal.

Ability to lift and/or move boxes of checks or forms weighing up to 30 lbs.

Working Conditions:

Works in office conditions.

Regular exposure to clients in various emotional states who may be verbally abusive or hostile.