

LORAIN COUNTY DEPT. OF JOB & FAMILY SERVICES

BARBARA TAMAS, DIRECTOR

42485 NORTH RIDGE ROAD - ELYRIA OH 44035-1057
(440) 323-5726/244-4150 FAX: (440) 323-3422 TDD: (440) 284-4125

JOB NUMBER 19-29	CLASSIFICATION Account Clerk 2
PAY GRADE AND RATE 26.5 - \$15.46	

All resumes or applications must demonstrate how you meet the following requirements. Resumes or applications should be mailed to: Kristin Whiteman, 42485 N. Ridge Rd., Elyria OH 44035.

Please submit resumes or applications by September 20, 2019. Applications may be obtained in person at 42485 N. Ridge Rd., Elyria, OH 44035 or the agency website www.lcdjfs.com.

BRIEF DESCRIPTION OF JOB:

Under the direct supervision of the unit supervisor, analyzes, posts, and adjusts payments for accounts in the state and federal Child Support system. Determines accuracy and validity of all financial suborders. Reconciles discrepancies (e.g. cases not charged properly, income withholding amount that change, terminations or employment). Transfers payments from support to welfare; reviews the processing fees and spousal support per journal entry. Merges orders; posts payments, closes cases transferred and posts payments to the correct case and adjusts balances. Enters new cases into the computer system. Receives, reviews, interprets, researches, and determines necessary data for processing of judicial and administrative journal entries for all Child Support orders, including spousal support and arrears, Child Support and arrears, birth expenses, settlements, attorney fees, processing fees, medical insurance fees, income withholdings and seek work orders. Review Public Assistance system for correct on/off Public Assistance dates. Performs distribution to determine correct unreimbursed arrears using all computer system information. Receives, reviews and lists all checks received by Lorain County Child Support Enforcement Agency (child support payments); makes copies of checks and forwards them to the Ohio Child Support Payment Control. Manages state and federal Child Support system records by entering necessary data and information into the computer system in order to maintain current data for disbursement of funds. Reviews all payments posted to cases for accuracy. Maintains audit records, payment cards and recoupment records. Performs clerical tasks (e.g. conducts correspondence relative to accounts maintained, enters case notes; files; types reports; answers telephone inquiries; distributes mail). Enters journal entry notes; sends erroneous payment notices for recoupment accounts; sends postal verifications, and enters seek-work orders. Performs other related duties as assigned by the Director or designee.

MINIMUM REQUIREMENTS:

- One year of experience as Account Clerk 1, 10191.
- Or completion of two years technical training in business management or similar field with an emphasis on accounting. Also requires one year of experience in a position similar to an Account Clerk 1, 10191.
- Or two courses or twelve months experience in business mathematics, two courses or twelve months experience in accounting or bookkeeping, one course or six months experience in typing or keyboarding, one course or six months experience in office practices and procedures, and one course or six months experience in techniques of writing. Also requires one year of experience in a position similar to an Account Clerk 1, 10191.
- Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

AGENCY QUALIFICATIONS:

- Computer Knowledge
- Cultural Sensitivity
- Good Attendance
- Notary (or become a notary)
- Ability to Communicate Effectively (Telephone and other customer service skills)
- General Knowledge of CSEA
- Good Organizational Skills
- Dependable Transportation with Appropriate Liability Insurance, and Valid Ohio Driver's License with a Good Driving Record