

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

CHIEF ACCOUNT & PROCUREMENT SPECIALIST – FRIEND OF THE COURT

Supervised By: Deputy Friend of the Court
Supervises: Employees with payment responsibilities as assigned
Department: Friend of the Court
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Deputy Friend of the Court, maintains the accounting system by which child support payments are distributed and accounted for, including balancing and reconciling all accounts. Verifies daily deposits, cash receipts and disbursements. Reconciles the bank accounts, prepares financial transmittals and processes a variety of transactions related to maintaining the bank accounts. Serves as the procurement specialist for purchases, disbursements, and transactions. Oversees the training of the Friend of the Court Clerks and Lead Clerk and serves as their point of contact to answer any questions regarding office policy and proper procedures.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Maintains and oversees the financial records and individual line items of the Friend of the Court's annual budget. Processes invoices for payment. Transmits county funds collected to the County Treasurer. Assists the Friend of the Court with monthly budget review and analysis. Maintains petty cash. Processes disbursements for Friend of the Court employees.
2. Purchases all items needed by the department. Seeks bids, talks with vendors, and prepares and maintains purchase orders in compliance with the Livingston County Purchasing Policy. Orders and maintains the most current version of all forms and publications. Procures funds and registers departmental staff for conferences, licensing and training.
3. Performs accounting adjustments in the Michigan Child Support Enforcement System (MiCSES) application on assigned cases. Assists the Friend of the Court's staff with accounting and payment issues on assigned cases. Accesses and pulls payment

information from the Michigan State Disbursement Unit's (MiSDU) web application. Contacts the MiSDU as necessary to resolve issues.

4. Checks that all orders are entered by support staff and completes the attached checklist.
5. Processes requests to waive arrears and credit direct payments daily and utilizes the MiCSES system to waive arrears and credit direct payments when appropriate. Makes appropriate interstate adjustments.
6. Administers the banking website by maintaining user accounts and security permissions.
7. Submits claims for bankruptcy to the proper bankruptcy court. Run bankruptcy reports, making sure the data is updated in the Michigan Child Support Enforcement System (MiCSES).
8. Troubleshoots and coordinates computers, video recording systems, copy machines, postage machines, printers, computer software and other equipment repairs. Contacts outside vendors and agencies as necessary so that all equipment functions properly. Maintains associated warranty and maintenance agreements.
9. Maintains the stock of office supplies needed by placing orders when needed and processing invoices twice a month. Maintains supplies for copiers/printers, such as print cartridges, and supplies for the postage machine, as well as ensuring the postage meter is loaded with a sufficient balance.
10. Serves as the solid waste coordinator for the office. Oversees the collection of recyclable items and coordinates pickup from the Livingston County Solid Waste Coordinator. Arranges pickup for recycling of shredding, batteries and cartridges.
11. Processes receipts daily from clients and checks the proper distribution of monies to ensure that any errors or discrepancies are corrected. Reconciles daily receipts with monies receipted to ensure that all monies balance and are deposited into the correct bank accounts, which includes voiding receipts, re-ringling receipts, adjusting defendants' fines and costs and correct journaling of changes.
12. Prepares requisitions and processes purchase orders. Performs data entry for account payables into the accounting system for checks to be printed and payment to be issued.
13. Responsible for completing content updates to the Friend of the Court web page and contributes to the development of content and coordination of relevant information displayed for the public's use on the county website. Develops and adapts computerized information to meet staff needs. Serves as a resource person to all FOC staff in utilizing computer system and software applications to complete their job duties.

14. Supervises the task assignment of the Friend of the Court Clerks and Lead Clerk as it pertains to overseeing training and implementation of any policy changes that may be needed. Drafts training aides and manuals for distribution to the Friend of the Court Office.
15. Serves as the designated Military Liaison for the Friend of the Court Office. Assists armed forces service members by providing information about the Friend of the Court process, explaining how military service can impact court proceedings, and advocating for necessary accommodations when dealing with child custody, parenting time, or child support matters.
16. Backs up the Office Coordinator and Child Support Specialist. Assists the front desk clerks with duties as required.
17. May represent Livingston County on internal/external committees or work groups.
18. Attends training/seminars and reviews office financial procedures/information and makes recommendations to the Friend of the Court in the process of improving efficiency and developing new office procedures.
19. Keeps abreast of changes to financial systems and requirements through attendance at workshops and conferences.
20. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Associate degree with emphasis in finance and/or accounting, and two years of progressively more responsible experience in bookkeeping or accounting. A bachelor's degree is preferred.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of the principles and practices of government accounting, generally accepted accounting principles, and audit procedures.

- Considerable knowledge of bookkeeping principles and practices, general ledger accounting, the maintenance and processing of financial information, performing reconciliations, balancing accounts, researching financial discrepancies, preparing financial reports and documents, cash handling, receipting documents and payments, and providing customer service support.
- Knowledge of the principles and practices of the State of Michigan's Friend of the Court system.
- Skill in assembling data and preparing comprehensive and accurate reports.
- Demonstrated ability to maintain professional integrity and effectively meet and deal with the public.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, children and families and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, accounting software use and the ability to learn new software programs applicable to the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment for this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties, as well as potentially dangerous interactions.