

JOB DESCRIPTION: FINANCIAL ACCOUNT OFFICER

FULL TIME EMPLOYEE: GRADE 3 STEP 1-9

HOURLY PAY RANGE: \$17.42 - \$21.78

The Hillsdale County Friend of the Court Office (FOC) is responsible for the enforcement of domestic relations orders of the 1st Judicial Circuit Court. Additionally, the FOC Investigates parties and circumstances involved in domestic relations cases and makes recommendations to the Court regarding custody, parenting time and/or support. The Financial Account Officer is a key member of the FOC team in meeting these statutorily mandate duties. The primary duties of the Financial Account Officer, while managing in conjunction with an Enforcement Officer, a caseload of approximately eight hundred cases are:

- ~ Gathering, compiling, and entering on to the Michigan Child Support Enforcement System (MiCSES) all relevant Demographic and financial data (including employment and employer's data) regarding the parties and the minor children on new domestic relations cases and Interstate Family Support Act (UIFSA).
- ~ Entering the custody, parenting time and support provisions of judgements and orders in to MiCSES.
- ~ Performing highly complex accounting functions to ensure the accurate charging of support orders and the receipt and disbursement of support payments on MiCSES.
- ~ Explain to the parties and employers the complexities of the financial aspects of withholding, receipting, and disbursing support payments.
- ~ Work closely with the corresponding enforcement officer to enforce court orders against delinquent payors of support and non-complying employers.
- ~ Possess the ability to read, comprehend and utilize established policies, procedures, and State and Federal and statutes administrate orders in order to perform these duties.
- ~ Correspond and work with prosecutors, the Michigan Department of Health and Human Services, both the State and Federal Offices of Child Support, a wide diversity of both public and private employers and other governmental agencies in order to perform the above duties.

The position reports directly to the Supervising Financial Account Officer and, secondarily, to the Deputy Friend of the Court and the Friend of the Court Director. The position requires acumen in working with computers and the ability to independently formulate clear solutions to complex problems. The financial account officer must demonstrate strong client relations skills as the officer works with individuals of diverse backgrounds often in high conflict relationships. A high school education is required, some college, less than an associate degree recommended.

The above duties, responsibilities and qualifications are intended to describe the general nature and level of work to be performed by a financial account officer. They are not to be construed as an exhaustive list of all duties that might be assigned to, or required to be performed, by the financial account officer.

Application for this position may be made by submitting a cover letter and resume to: Shaila Arnold, Interim Director, 15 Care Drive, Hillsdale MI 49242 or email in WORD OR PDF format to arnolds2@michigan.gov