

<p style="text-align: center;">Kickapoo Tribe in Kansas Position Description</p>
--

Position Title: Child Support Account Specialist

Reports to: Child Support Director

Status: Full-time (non-exempt) with benefits

Position Summary:

The Child Support Account Specialist position involves the monitoring, collection, and disbursement of all child support payments received by the Kickapoo Child Support Enforcement (KCSE) program from various sources. This position requires substantial accounting, computer, and analytical skills as well as attention to detail. The Account Specialist will work closely with the Child Support Specialists to ensure all new or revised court orders for child support are accurately recorded and collections are disbursed to the proper payees in a timely manner and in compliance with federal guidelines. The Account Specialist is responsible for providing true and accurate records of payment as requested and annually to case participants. This position will demand an individual who is organized and capable of maintaining thorough financial records.

Duties:

- Receipting daily child support payments and preparing requisitions to direct accounting on payment distribution
- Maintain back-up documentation for all transactions
- Meticulously maintain client files by keeping clear records of all financial transactions
- Practice prompt and courteous customer service when addressing other agencies, jurisdictions, case participants, and the general public
- Cooperate with other tribes and states in a professional manner to collect debts and provide financial records as needed
- Prepare and communicate professional level correspondence to case participants, employers, tribal agencies, and state agencies when assisting with the collection of child support
- Audit case files and make recommendations to the Child Support Specialist
- Assist the Child Support Attorney by providing financial records and testify in court hearings as needed
- Respond to case participant inquiries relating to the financial aspect of their case
- Document contacts, correspondence, and record all actions taken for each case utilizing the automated database
- Maintain high ethical standards by adhering to strict confidentiality and conflict-of-interest requirements

- Professionally represent the child support program and attend various community meetings and events to promote the goals and market the services of the program
- Assist the Child Support Director with quarterly and annual financial reports
- Be available for in-state and out-of-state travel for meetings and training to maintain professional and technical knowledge
- Provide back-up to other program staff as needed
- Maintain an acceptable attendance record and be reliable and prompt when reporting to work
- Various clerical duties including reception, filing, copying, and faxing of documents, and preparation of travel requests, office supply and equipment requisitions, etc.
- Adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures
- Other duties as assigned

Qualifications:

- Associate Degree in accounting, finance, or another business-related field
- **OR** Two or more years' experience in the field of accounting, or employment requiring advanced computer skills and knowledge of business mathematics, or a combination of education and experience that demonstrate the equivalent knowledge, skills, and abilities
- Previous experience working with a personal computer is required with the ability to function in Microsoft Office applications (Word, Excel, Access, Outlook)
- Must be able to accurately receipt, disburse, and distribute payments in accordance with the federal distribution rules
- Ability to comprehend and interpret a variety of regulations, guidelines, tribal codes, case records, court orders, etc.
- Must be willing to work with the strict policies and procedures related to payment processing
- Ability to develop and maintain professional relationships and communicate effectively with a variety of individuals which include elected officials, court personnel, employers, and tribal, state, and federal child support staff
- Must be comfortable working with minimal supervision remaining positive, dependable, and trustworthy at all times
- Ability to multi-task, prioritize workloads, make independent decisions, exercise good judgment, meet strict deadlines, and work well under pressure
- Must have a valid driver's license
- Must be able to maintain strict confidentiality

Privacy Policy:

The incumbent shall comply with all requirements and provisions of Subpart K, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i)(1).

Drug-Free Workplace:

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug testing program as a condition of employment.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

I certify that I have read this job description, it has been explained to me and I understand my duties and responsibilities as stated herein.

Employee Signature

Date

Supervisor's Signature

Date