



Notice of Vacancy Stark County Job & Family Services

Account Clerk 2

SUMMARY

Responsible for payment records, arrearages, audits and other financial transactions and issues.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)

Conducts audits of payment records, calculates arrearages, updates balances in SETS, figures excess receipts and authorizes refunds of excess monies. Researches and analyzes financial issues, performs financial corrections, releases funds, completes order updates and provides quality assurance. Posts, reconciles and verifies receipts. Prepares transmittal and deposits funds with County Treasurer/County Auditor and bank. Maintains distribution records on all Public Assistance cases. Prepares financial and statistical reports for the agency. Compiles reports, records and documents, evaluates information gathered (including court orders) and prepares written report of findings. Works multiple reports and alerts generated by the Support Enforcement Tracking System (SETS). Arranges repayment agreements for overpayments and follows up on delinquent accounts. Responds to questions from workers relating to payment records, audits, and payment corrections and assists in preparing for and testifying in State Hearings.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college/technical school; or three (3) years work experience performing accounting/bookkeeping tasks relating to payments and the balancing of financial accounts.

To apply, please access the agency's website at www.starkjfs.org. An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED