



Child Support Accounting Specialist

Class Code:
CSAS - MSS

Bargaining Unit:

CALHR

Established Date: Jun 7, 2002

Revision Date: Jul 1, 2003

SALARY RANGE

\$0.00 Hourly
\$0.00 Biweekly
\$0.00 Monthly
\$0.00 Annually

CLASS DEFINITION AND DESCRIPTION:

Under limited supervision, the Child Support Accounting Specialist coordinates, supervises and participates in the work of the Department of Child Support Services accounting section; is assigned the specialized and complex work of developing, performing and maintaining accounting systems for departmental accounting functions; and performs related work as required.

This is a single position class in the Department of Child Support Services assigned specialized and complex work of developing and maintaining accounting systems for collection and payment distribution of child support and related obligations.

This class differs from the Account Clerk Supervisor I and II classes in that the Child Support Accounting Specialist may supervise the former classes as well as supervise Accounting Technicians, Account Clerks, and other accounting staff as assigned.

TYPICAL DUTIES, EMPLOYMENT STANDARDS AND KSAS:

Duties may include, but are not limited to, the following:

- Supervises, coordinates and evaluates the development and maintenance of accounting systems for the collection, disbursement and tracking of Department of Child Support Services accounting functions.
- Supervises clerical accounting and technical staff assigned to the accounting section; prioritizes, plans, assigns, trains, and reviews their work; manages and approves leave time; prepares performance evaluations; effectively recommends disciplinary action.
- Interviews and recommends selection of candidates for employment.

- Evaluates and participates in the development and maintenance of the accounting components and interfaces of the automated system.
- Advises and confers with management and staff regarding departmental accounting activities. Analyzes the department's accounting system and procedures and recommends modifications where necessary.
- Keeps management advised on developments in fiscal relationships between the division and other funding agencies; provides advice on methods of adapting budget programs, fiscal resources, and policies to meet changing organizational needs.
- Oversees and performs cost accounting and financial reporting work involving the Department of Child Support; maintains records of funds; balances, verifies and reconciles accounts, ledgers, and other fiscal records; prepares journal entries to reflect fund transfers and the establishment of new financial transactions; prepares monthly, quarterly, and annual accounting and fiscal reports; prepares and analyzes periodic financial statements.
- Assists with the preparation and administration of the Department of Child Support Services budget; monitors fiscal appropriation, expenditures and revenues; confers with internal and external auditors regarding annual fiscal audits.
- Performs revenue forecasting; develops accounting systems for fiscal contract, monitoring, and reporting; assists management in establishing costs and resources for new programs, staff or services.
- Provides technical guidance and expertise to the accounting staff in the area of accounting and applicable laws and regulations.
- May personally carry a limited, select workload involving complex or sensitive functions; conducts special studies and provides other data, documentation, information, or special reports as required.
- May review and approve staff reports; compose accounting reports, documentation and responses to inquiries from outside agencies.
- Serves as custodian of departmental accounting records.
- May supervise non-accounting clerical and sub-professional staff.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of bookkeeping to include account adjustments, account reconciliation and fund transfers.
- Principles and procedures used to process intercept funds and manage contingency funds monies.
- Laws, regulations, policies, terminology, common documents, and typical procedures and processes related to Department of Child Support Services accounting requirements.
- Principles of supervision.
- Accounts receivable and payable, and financial record-keeping procedures.

Ability to:

- Gather and analyze data, draw logical conclusions, select alternatives and recommend an effective course of action.
- Train, assign, prioritize and evaluate the work of others.
- Communicate effectively orally and in writing; deal tactfully with the public and representatives from other agencies.
- Effectively deal with uncooperative or irate individuals.
- Read, understand and interpret the principles, laws and procedures involved in collections and distribution of funds as it pertains to the Department of Child Support Services regulations, collections and payment distribution; knowledge of applicable Federal and State mandated rules and regulations.
- Establish and maintain effective working relationships.
- Make arithmetic computations quickly and accurately.
- Prepare financial summaries and maintain ledgers and journals.

MINIMUM QUALIFICATIONS:

Four (4) years of full-time experience performing increasingly complex and progressively responsible clerical and technical accounting duties in a Department of Child Support Services or equivalent state or local agency accounting office;

OR

One (1) year of full-time experience as an Account Clerk Supervisor I in a Department of Child Support Services or equivalent state or local agency accounting office.

SPECIAL AND DRIVER'S LICENSE REQUIREMENTS:

DRIVERS LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

HISTORY INFORMATION:

Date Established: 06/07/02

Date Revised:07/01/03