



**CALHR**  
**invites applications for the position of:**

## **Child Support Accounting Specialist**

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<b>SALARY:</b>	\$20.72 - \$25.19 Hourly
<b>DEPARTMENT:</b>	Glenn County Department of Child Support Services
<b>OPENING DATE:</b>	09/06/22
<b>CLOSING DATE:</b>	09/23/22 11:59 PM

### **POSITION INFORMATION:**

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.

### **EXAMPLES OF DUTIES:**

**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.

## **SUPPLEMENTAL INFORMATION:**

### **ADDITIONAL INFORMATION**

- The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the bilingual proficiency examination administered by CalHR.
- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Position may require pre-employment drug testing, physical examination, and fingerprinting for a background investigation.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

### **Benefit Information Can Be Found Here:**

[https://www.countyofglenn.net/sites/default/files/Personnel/MOU/GCPERL%2014-GU%20Sum%20of%20Benefits%2020110701\\_0.pdf](https://www.countyofglenn.net/sites/default/files/Personnel/MOU/GCPERL%2014-GU%20Sum%20of%20Benefits%2020110701_0.pdf)

### **VETERANS PREFERENCE**

If you would like to request Veteran's preference points as part of the application packet, please attach a copy of your DD-214 to your application.

### **EXAMINATION INFORMATION**

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

### **SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CalHR at [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) or 310-926-3193 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

### **ABOUT GLENN COUNTY**

Glenn County is located in the United States about halfway between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Interstate 5 corridor taking you through rich farmland, and the Sacramento River bounding the east side of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes and livestock. Glenn County was incorporated on March 5, 1891. The County seat, Willows, was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and was named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime, and a man of great prominence in political and commercial life in

California. Glenn County has a population of 28,122.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/mss>

Position #MSS02956  
CHILD SUPPORT ACCOUNTING SPECIALIST  
MW

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