



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Financial Associate II

LOCATION: Child Support

HIRING RANGE: \$18.52 - \$20.61/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

September 2017

POSITION TITLE: Financial Associate II

DEPARTMENT: Child Support

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

This is a specialized technical position, which requires independent judgment, initiative and discretion in managing confidential materials, financial information, and legal documents of a client's case in the child support department. Provides excellent customer services by assisting all clients with courtesy and maintaining open communication and understanding at all times.

ESSENTIAL FUNCTIONS:

1. Ensures that child and spousal support cases are properly processed and that monies flow through the system timely.
2. Accurately enters court orders into the state's KIDS system on all IVD and non-IVD cases where child, family and spousal support is ordered by the court.

3. Facilitates the accurate disbursement of funds in all cases where money is held in suspense, and makes adjustments to ensure the true amount of child support is being reflected according to the legal court order.

ADDITIONAL ESSENTIAL DUTIES:

1. Prepares manual computations and/or reconciliations of arrearages when requested.
2. Answers questions pertaining to the financial portion of the account, with parties of action both over the phone and at the counter.
3. Prepares support verifications for banks and housing authorities when requested.
4. Sets up new cases on NIVD cases the KIDS system.
5. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Office Supervisor.
2. Works directly with co-workers of the Child Support department, other County employees, and the public on a daily basis.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent required.
2. Two years' or more related experience, including experience or training in bookkeeping, accounting, or recordkeeping.
3. Public contact and varied secretarial or office experience preferred.
4. Demonstrated ability to type accurately at a rate of 35 wpm.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of current up-to-date compilations of State and Federal program policies and procedures.
2. Knowledge of the proper processing procedures of the Wisconsin Support Collections Trust Fund.
3. Ability to comply with state and federal mandates concerning financial management and imposed deadlines.
4. Demonstrate proficient organizational skills with the ability to work independently with minimal supervision.
5. Ability to track federal and state enhancements, reimbursements, incentives and performance based funding.
6. Strong written and verbal communication skills including listening skills.
7. Computer skills including facility with Microsoft Office applications and ability to learn and use software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to walk, stoop, climb, bend, stretch, push, pull and lift up to 20 pounds, understanding and utilizing proper body mechanics.
5. Ability to travel to other County departments and locations.