



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Tribal IV-D Child Support Financial Specialist
Location: Sokaogon Chippewa Community Child Support Agency
Hours: Full-time 40 hours per week

Job Summary: *The Tribal IV-D Child Support Financial Specialist will establish and maintain a case management system to track, review and enter child support orders, modifications and payments received and disbursed, monitor account balances. The Financial Specialist will maintain all individual and agency financial records necessary for federal and/or tribal reporting on a monthly basis, prepare and send out periodic customer account statements and preparing agency reports for the IV-D Agency.*

Duties/Responsibilities:

- Work with the Director to maintain all agency and individual financial accounts and records; balance and cross-check accounts and bank statements for accuracy; ensure that the child support program is maintaining financial and statistical reporting integrity
- Handle all child support payment processing, including the distribution and disbursement of funds for all Sokaogon Chippewa Community Child Support Orders as well as child support orders from foreign jurisdictions
- Adhere to all policies, procedures and requirements for continued program funding from the Federal Office of Child Support Enforcement including all the requirements of Title IV-D of the Social Security Act and 45 CFR Parts 309 and 310
- Read court orders, assess/evaluate written legal documents, and implement child support guidelines
- Comprehend and interpret a variety of documents including tax expense reports, case records, statutes, statistics, etc. Ability to interact tactfully and positively with Tribal members and all levels of staff in a culturally diverse environment
- Provide day to day financial and accounting management of all current and past due child support monies collected, distributed and disbursed
- Identify significant trends with potential budgetary impact; prepare internal and external reports as requested/required
- Ensure expenditures are within budgetary constraints and agency bills are paid on a timely basis. Reconcile budgetary accounts on a monthly basis
- Ensure compliance with all applicable Tribal, Federal and State laws, regulations and guidelines
- Process all foreign Income Withholding Orders
- Assist case managers with enforcement
- Interact and develop positive working relations with local counterparts as well and other tribal departments
- Maintain confidentiality of all data and individual information; ensure that all safeguards and controls to ensure security of information and data are strictly adhered to and maintained
- Work cooperatively and effectively with other agency staff to ensure service is delivered in a

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comprehensive, consistent and culturally appropriate manner

- Participate in educational opportunities to improve performance, enhance knowledge and learn new or needed skills
- Performs other duties as assigned

Qualifications:

- Associate's Degree in Business, Accounting, or other business related field **REQUIRED.**
- Must be highly organized with the ability to complete tasks in a timely manner. Must be self-motivated and willing to work as a team member.
- Requires a high level of personal integrity and ethics, and a high level of problem solving and organization skills.
- Must possess good verbal and written communication skills, and be able to interact with all customers as well as other governmental professionals.
- Must maintain professionalism at and away from the job; maintain agency integrity and promote a positive image at all times.
- Must represent the tribe in a professional and appropriate manner in all court proceedings for child support matters.
- Must be proficient in Microsoft Word, Power Point, Excel, MS Publisher and Outlook.
- Must be skilled in maintaining files, records and confidential data
- Must be able to perform complex child support calculations (multiple children from different parents, current and child support arrearages, arrearages owed to custodial parent or to a tribal/state TANF program, etc.)
- Must have a valid driver's license and insurance
- Must be able to build positive relationships and maintain a pleasant and professional perspective and attitude when working with customers, colleagues and other agencies.
- Must be able to travel in state and nationally.

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community

Human Resources Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: June 6, 2024

Closing Date: Until filled

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