



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Payment Specialist

OPEN: September 10, 2019

EXEMPT: No

SALARY: (9) **\$25.09-\$28.10 per hour DOE**

SHIFT: Day

LOCATION: LIBC Administration Building

DURATION: Regular Full Time

CLOSES: September 17, 2019

JOB CODE:

DIVISION: Administration

DEPARTMENT: Kwenangets

SUPERVISOR: LNCSP Manager

VACANCIES: 1

JOB SUMMARY: The Lummi Nation Child Support Program helps non-custodial parents fulfill their legal obligations to their children. The Program provides an essential service to Lummi members, employees of the Lummi Nation, and Lummi community members who share the obligation to provide support for children of separated parents, and/or need paternity established.

The Child Support Payment Specialist is responsible for recording all child support collections, processing distribution requests with LIBC Accounting, and for maintaining the Lummi Child Support Registry. The Payment Specialist is responsible for the maintenance of financial records for all child support cases and will coordinate the Lummi Child Support Registry with the Washington State Registry, and with state and tribal TANF programs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Receive receipts for payments and process child support payment requests to appropriate agencies or parties within time frame guidelines.
2. Prepares and submits wage withhold requests to employers, refers cases to case managers for federal tax intercept requests.
3. Prepares and mails annual status reports to obligor and obligee parents, or as requested by the court, clients, or case managers.
4. Maintain financial database that includes records of payments received and distributed, debts, write-offs, and other payment agreements per federal regulations.
5. Read and interpret, and implement, court orders for current child support, arrears, and write-offs.
6. Coordinate with other jurisdictions to streamline tracking of collections and distributions on foreign orders.
7. Coordinate with LIBC Accounting Department to complete reconciliation process to ensure the payments and balance owing match between LNCSP data and the Accufund software.
8. Receive training as necessary, including annual out of state travel.
9. Maintain high ethical and professional standards for himself/herself and the child support office, promote positive interactions with clients and staff, and ensure that the child support office is as organized, professional, and efficient as possible.
10. Conducts customer intake for new cases, including filing out appropriate forms and collecting samples for DNA testing, and assists members of the public in understanding the Child Support process, as needed.

11. Assists with service of process for LNCSP cases as needed.
12. Maintain strict client and department confidentiality.
13. Have and maintain current Notary certification.
14. Enters data into LIBC Accufund and prints necessary reports from Accufund for judicial enforcement of Child Support Orders
15. Prepares required reports, including; federal quarterly collection and distribution reports, monthly federal tax intercept certifications to the State of Washington, and verification of non-custodial parent debt for the parent, other agencies, and Court.

MINIMUM QUALIFICATIONS:

- Applicant must articulate in a resume or cover letter how they meet either:
 - Two (2) years of college or Accounting training, at least two (2) years of verifiable book keeping or accounting experience **OR**
 - Four years of college with at least one (1) year of verifiable experience process payments and reconciling records.
- Must have at least three (3) years experience with Accufund software **OR** Child Support experience.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Able to demonstrate proficiency in complex accounting procedures.
- Demonstrate proficiency in Excel and Access, and other applicable Microsoft Office software.
- Proficiency using Accufund software.
- Must be punctual, dependable and trustworthy
- Excellent written and verbal communication skill, including providing training presentation to audiences of various ages, education and cultural backgrounds.
- Must have a positive attitude; be innovative, and interested in problem solving.
- Must have strong organizational skills and special attention to detail.
- Must be able to work independently on self guided projects and meet specific legal deadlines.
- Ability to maintain strict confidentiality at all times.
- Must have verifiable experience or certification for using Excel Software.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must not have current or future criminal charges.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.