



**Otero County Department of Human Services**  
is seeking qualified applicants for the position of  
**Accounting Clerk – Child Welfare & Administration**

- Reviews fiscal documents from Children’s Services staff for completeness and accuracy.
- Verifies billing from providers and computes daily payments for foster care providers.
- Inputs information accurately in the State (TRAILS) system for payments to providers.
- Research errors and implement corrections as needed.
- Submits applications for SSI and Social Security on behalf of Child Welfare clients.
- Tracks Relative Guardian and Adoption cases.
- Monthly salary starts at \$3,071.
- For a complete job description and application, please visit the **Colorado Workforce Center at 308 Santa Fe Ave., La Junta.**
- Apply at the **Colorado Workforce Center.**
- Open until filled.
- Not all applicants will be contacted.
- Equal Opportunity Employer.

OTERO COUNTY DEPARTMENT OF HUMAN SERVICES  
ACCOUNTING CLERK

Department Head Approval Donna Bolan Date 10.14.20  
Commissioner Approval Keith Goodwin Jim Salt J.P. Hunt  
Date \_\_\_\_\_

GENERAL STATEMENT OF DUTIES

Position performs accounting duties for Child Welfare and Administration.

DUTIES

Reviews fiscal source documents from children's services staff for completeness, accuracy, proper authorizations/signatures, sufficiency of information and proper coding. Performs data entry of specific information in children's service cases, including cases eligible for State Medicaid program.

Be that backup to verify billings from providers, and computes daily payment amount to foster care providers. Assures the accuracy of all information input into the TRAILS system. Researches errors and adjusts when necessary. Resolves error listing on computer runs, cross-checking source documentation, balancing figures, or related procedures.

Notifies other personnel of incorrectly filled out accounting documentation and requests corrected or additional information. Determines the proper coding for entering service authorizations and entitlements into the TRAILS system. Enters transactions to the TRAILS system and verifies that the system correctly translated the data. Determines income eligibility for funding sources and records in TRAILS. Assigns household numbers for DYC and adoption case. Obtains state ID's for all child protection referrals. Maintains client files for children placed at DYC who are eligible for the State Medicaid program.

Submits applications for SSI to SSA on the behalf of child welfare clients. Requires gathering documentation from the child welfare worker and completing application process.

Opens and keeps track of the Relative Guardianship and Adoption Cases.

Backup ICPC coordinator: conducts home studies for potential ICPC families in the area and communicates with the other states on the status of the case.

Opens and keeps track of the reports for PA3 cases.

Other duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK

Knowledge of correct funding sources for child welfare clients. Substantial knowledge of State automated systems including TRAILS, CBMS, CFMS, DOLE, and CHATS. Ability to learn sequential processes of a routine nature. Ability to communicate effectively. Ability to understand and follow written and oral instructions. Knowledge of rules and regulations established by the State and County government.

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understanding of double entry bookkeeping. Knowledge of accounting documents such as receipts, vouchers, verification methods and invoices and their uses in the accounting system. Ability to make mathematical computations rapidly and accurately. Ability to operate office machines; basic skills in operating automated accounting systems, including data entry, reconciling input to output, solving edit problems, retrieving reports. Ability to adapt to new procedures, practices, techniques, etc. Ability to identify problems, errors or irregularities and resolve or refer them to the supervisor.

RESPONSIBILITY

Employee is responsible for determining and correcting errors, prioritizing duties, insuring that accurate records are maintained, and deadlines are met. Work is occasionally reviewed by the supervisor for accuracy and timeliness; supervisor is consulted during the course of work on unusual problems or new assignments. Information is received from source documents and other offices. Manuals are referenced for procedure on completing reports and requirements for transaction. Takes initiative to ensure that documentation from all sources is a significant financial impact but would more often result in inconvenience to the staff or the public and could result in deadlines not be met and fiscal sanctions.

PERSONAL WORK RELATIONSHIPS

Relationships are with supervisor, county director, state staff, foster care providers, and other employees.

MINIMUM QUALIFICATIONS

Education: AA in Business related field or Experience:  
Two years in job related field

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license and insurance Reliable transportation

ESSENTIAL FUNCTIONS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in a standard office environment requiring normal physical effort. Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 40 pounds. The noise level in the work environment is usually moderately quiet.

POLICY REQUIREMENTS

Formal application, rating of education and experience; written exam; oral interview and reference check. Job related tests might be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug

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test.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until a conditional job offer has been given to the applicant.

**AFFIDAVIT**

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.