



Child Care Fund Administrator

Circuit Court

Starting Salary: K-111 (01) \$81,744.00.

Monday – Friday 8:00a.m – 5:00 p.m.

Posting: # 053-24

Date Posted: 02/07/2024

Deadline until filled

Pending Board Approval

GENERAL SUMMARY

The purpose of this job is to oversee the performance of functions of the Circuit Court administration of the Child Care Fund, including the positions funded by the grant. Ensure court compliance with grant regulations, statutes, policies, and standards. Serve as a liaison with the County and all other entities on issues regarding the Child Care Fund. Oversee all account receivables, expenditures, administration, and reporting regarding the Child Care Fund. Ensure integrity and accuracy of financial information and maintain systems and controls to deliver reliable analysis and performance.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage Child Care Fund account balances and ensure grant compliance.
- Review and approve expenditure invoices, review chargebacks, and submit budget adjustments and/or journal entries as needed.
- Prepare and enter the Child Care Fund 207 report every month.
- Serve as a primary contact for Child Care Fund personnel and management for Child Care Fund questions, reports, and analysis.
- Prepare reports for and attend monthly local DHHS Board meetings with MDHHS personnel.
- Prepare Child Care Fund Budget vs. actual expenditure analysis for review with Circuit Court Family Division personnel.
- Prepare and review the Child Care Fund budget as part of the Kalamazoo County Annual Operating Budget process.
- Work with Child Care Fund management and personnel to determine CIP purchase needs for the Kalamazoo County Juvenile Home to be requested for County funding.
- Support the Circuit Court Finance Administrator with special projects or serve as a backup in their absence.
- Perform related work as required.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in accounting, finance, business, or a related field
- At least 3 to 5 years of related work experience, such as finance and accounting. County Child Care Fund experience preferred.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- This position may be eligible for a hybrid work environment.

VETERANS: Please provide your joint services transcript with your application.

County positions include a [benefits package](#) with medical coverage, paid leave, and much more. Available supplemental dental and vision. Defined Benefit pension after the vesting period.

TO APPLY FOR THIS POSITION:

All candidates must submit a Kalamazoo County Application for Employment accompanied by a resume. Application materials may be submitted online at:

<https://www.kalcounty.com/hrd/openings.php>.