



Office of the Child's Representative

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Linda Weinerman
Executive Director

ADMINISTRATION AND ACCOUNTING SPECIALIST

Job Code: OCRBILLHR

Salary Range: \$4,039 - \$5,767 per month

FLSA Status: Exempt

Location: Downtown Denver

Posting Open Date: February 6, 2018

Posting Close Date: February 20, 2018

BROAD SCOPE OF POSITION:

The Administration and Accounting Specialist is responsible for the payment of Office of the Child's Representative (OCR) independent contract attorneys. This includes payments for approximately 250 contract attorneys and numerous outside vendors. Successful applicants will have strong data entry skills and meticulous attention to detail; a large portion of the job will involve use of OCR's custom online payment application CARES and coding payments for the state's financial system. Other central duties include working with OCR staff to revise and enforce billing policies in accordance with statutory, fiscal, and agency rules and regulations and consulting with OCR management regarding problems, trends and items of note in attorney billing practices. This position is also responsible for the payroll function of the OCR, which includes maintaining and processing payroll and HR paperwork and employee files. Successful applicants will have strong communication skills in order to support contract attorneys with billing issues, and must work collaboratively with other agencies and with staff in all aspects of OCR's mission. This is a full time non-classified position, reporting to the OCR's Chief Operating Officer (COO).

MAJOR RESPONSIBILITIES AND DUTIES:

CONTRACTOR PAYMENTS

- Ensure new offices and users are set up in the CARES system in compliance with OCR rules and data integrity guidelines.
- Enter new contractor and vendor payment information into the state's financial system (CORE); update vendors as needed.
- Set up new users with Court Data Access and process billing paperwork in accordance with new contractor compliance policies.
- Review and analyze invoices in the CARES system for accuracy to determine compliance with OCR billing policies and fiscal rules, and work with OCR staff to ensure payments are made in a timely manner in accordance with OCR guidelines and procedures.
- Process payments in the CARES system.

- Enter accounts payable transactions in the state's financial system (CORE).
- Assist with contract attorney requests for increases in billing allocation.
- Manage the Domestic and Paternity orders of appointment, including review of all OCR orders of appointment on domestic and paternity cases based on the OCR's indigence guidelines.
- Work with OCR staff to draft communication and respond to contractor and vendor questions regarding current and previously processed invoices and payments, CARES questions, billing policy questions, and other issues as appropriate.
- Assist OCR staff in conducting audits or reviews of attorney billing, as well as analysis of other data points in the CARES system and Court Data Access.
- Assist the OCR Information Systems Manager in developing, testing and running reports using the CARES system or exported data.
- Develop and conduct trainings as required by the OCR Staff on the CARES system and various billing-related topics.
- Assist OCR staff in developing, maintaining, and updating any user manuals/documents related to the CARES system or billing and administrative policies.

PAYROLL

- Process all payroll and human resources paperwork for the OCR including, but not limited to intake documents, payroll changes, benefits, retirement, FMLA and worker's comp.
- Serve as a resource for OCR staff on questions related to payroll changes, benefits, retirement, FMLA and worker's comp.
- Maintain and assist in updating staff files, contracts, and job description templates.
- Work with COO to maintain agency leave time calculations, records, and spreadsheets.
- Assist staff in understanding the above payroll and human resources policies and functions.
- Work with the State Court Administrator's Office to disseminate state employee announcements including for the open enrollment process.

OTHER DUTIES/TRAVEL

The OCR is a small office that must adapt to changing needs quickly, and duties outside the primary scope of the position may be assigned by the Executive Director and COO. Duties require a minimal amount of travel outside the Front Range. The OCR serves the entire state of Colorado, and agency needs may require travel to events outside of the Front Range, including conferences. The estimated amount of work time related to travel outside of the Front Range for this position is less than 10 percent.

QUALIFICATIONS

The ideal candidate values teamwork, takes initiative, and is diligent, detail-oriented, and responsive to competing requests in a fast-moving environment. The successful candidate will be well-versed in using Microsoft Office programs for daily tasks and will have experience working in a fast-paced, fluid

environment. Candidates must demonstrate excellent communication skills and must possess the self-motivation required to learn quickly, be effective and conscientious, and offer solutions without close supervision.

Minimum Education: Graduation from high school or equivalent and three years of experience in accounts payable and office management.

Preferred Education: Associate's or Bachelor's degree; CORE (Colorado Operations Resource Engine) Experience; payroll experience.

HOW TO APPLY:

To be considered for this position, please submit the completed application packet as detailed below, noting the above referenced position. Completed application packets must be received by 5:00 pm on the above listed "Posting Close" date.

The completed application packet will include:

- A cover letter
- Resume
- A minimum of three professional references

Please submit the application packet to:

Office of the Child's Representative

Attn: Mark Teska

1300 Broadway Suite 320

Denver, CO 80203

Or via email (PDF format preferred) to: markteska@coloradochildrep.org

Be sure your application materials specifically address your qualifications for the position. Late or incomplete packages will not be considered. Please note that the application materials will not be returned. Fax applications will not be considered. Successful applicants will be contacted to schedule an interview. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and short-term disability plans, and paid leave.

The Office of the Child's Representative is committed to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. The OCR is an equal opportunity/affirmative action employer fully committed to achieving a diverse work force. The OCR invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality and perspective of GAL and CLR practice.

OCR MISSION

The mission of the Office of the Child’s Representative (OCR) is to provide effective legal representation to Colorado’s children involved in the court system because they have been abused and neglected, impacted by high-conflict parenting time disputes, or charged with delinquent acts and without a parent able to provide relevant information to the court or protect their best interests during the proceedings. As a state agency, the OCR is accountable to the State of Colorado to achieve this mission in the most cost-efficient manner without compromising the integrity of services or the safety and well-being of children. The OCR is committed to ensuring that its attorneys provide these children, Colorado’s most vulnerable and marginalized population in the courts, the best legal services available to protect and promote their safety and well-being and to have their voice heard throughout all aspects of a case.

OCR VALUES

1. **Accountability:** Colorado’s children, attorneys, and taxpayers can count on OCR to ensure that each decision we make and action we take advances our mission in a fair and transparent manner.
2. **Efficiency:** OCR strives to accomplish its mission and conserve resources by streamlining efforts, adhering to deadlines, resolving conflict constructively, and honoring well-defined projects, processes, and roles. We balance our drive to achieve with thoughtful planning and implementation.
3. **Empowerment:** OCR cultivates an environment of respect and honesty. We value the experience and expertise of the children we serve, our contract attorneys, and our staff. We invest time to connect, focus on strengths, value feedback, and recognize success. We support each other in our mission to empower children.