



Board of County Commissioners Agenda Request

12C
Agenda Item #

Requested Meeting Date: November 25, 2025

Title of Item: Job Re-evaluation (Accounting Technician, HHS Dept.)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson, HR Director		Department: Human Resources Dept.
Presenter (Name and Title): <i>Bobbie Danielson</i> Bobbie Danielson, HR Director		Estimated Time Needed: 1 minute
Summary of Issue: The Accounting Technician job classification was scheduled for review in calendar year 2025. Following that review, the consultant recommends assigning this position to Grade 5. A copy of the updated job description is attached. Under the AFSCME HHS agreement, an employee who moves to a higher grade through reclassification is entitled to a wage increase of 5% or \$1.00 per hour, whichever is greater. There are two incumbents currently in this job class at Grade 4. Their wages will increase by \$1.24–\$1.51 per hour, effective November 25, 2025.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 5 for the Accounting Technician/Collections Officer job class.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ As described. <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



Position Description

ACCOUNTING TECHNICIAN / COLLECTIONS OFFICER

Style Definition: Table Text: Not Shadow, Shadow

Department Health and Human Services Department
Grade Grade TBD
Reports to Fiscal Supervisor
FLSA Status Non-exempt
Union Status AFSCME HHS Unit

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Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To receive, sort, correct, and reconcile a variety of accounting documents such as invoices, payment vouchers, and billings. Posts data to appropriate accounts, reviews and codes financial information, disburses funds, makes deposits and prepares financial reports. Responsible for establishing, monitoring and collecting on agency claims, public assistance overpayments and Medical Assistance Estate Recovery program following policy, rules and regulations. Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software and/or complex computer systems. There is a large emphasis in recognizing errors and/or problems, recommending alternative solutions, and implementing these procedures independently.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Provides accounting and recovery support to all departments and program areas in Health and Human Services including: Financial Services, Public Health, Social Services, Child Support, Front Desk, and HHS Administration.
2. Orders, tracks and delivers office and programmatic supplies via numerous vendors for the agency.
3. Collects and verifies all the required documentation and client data to submit for reimbursement of agency provided services. Confirms receipt of claims submitted, investigates any discrepancies and resubmits when necessary.

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Deleted: MMIS (on-line State system): enters and updates service agreements for eligibility; enters Medical Assistance recoveries for Federal & State reimbursement. Prepares and submits Case Management (Waiver, TCM) & other miscellaneous claims by following State and Federal legislation: monitors client eligibility, validates staff time entries, and manages rate file. Prepares and submits claims billable to Third Party Liabilities: flu shots, Rule 25 assessments, immunizations, PCA assessments, Mental Health TCM, etc.



Position Description

4. Audits worker time entered in the systems to ensure maximization of revenue, verifies program/billing eligibility, process claims within required timelines and investigates various funding sources for payment. Contacts insurance companies to follow up on unpaid claims for timely reimbursement.
5. Maintains accurate financial records so data may be collected and compiled in to financial and statistical reports to County, State and Federal officials.
6. Completes reports to the state, including reports required for federal and state reimbursement.
7. Codes and records all receipts and disbursements of various funds.
8. Performs data entry for billing, investigates errors or problems in the processing of fiscal transactions to ensure accuracy in all aspects of accounts receivables and payables.
9. Audits, confirms and processes payments to clients, providers, and outside vendors using many different payment systems, following accounting standards.
10. Maintains agency vendor payment systems of record, 1099 identification and responds to inquiries from vendors.
11. Verifies and enters payments into on-line state systems for payments issued directly to clients and/or providers at the state level.
12. Support internal and external audit processes by providing necessary documentation and information.
13. Monitors the agency collection and state claiming system: Establishes, monitors, and verifies claim information for all recoveries and collections in the agency, including but not limited to agency claims, public assistance overpayments and Medical Assistance estate recoveries.
14. Review claims and referrals from other counties or state of Minnesota to determine when an estate is subject to an estate claim. Investigate and evaluate the probability or reimbursements, assets and evaluate cost effectiveness of legal proceedings and collection actions.
15. Prepare, execute and file court legal documents to open probates or to assert a claim in a probate proceeding.
16. Draft letters to relatives, attorneys and accept phones calls, correspondence and walk-ins with questions. Navigate difficult conversations about collection and recovery processes.
17. Collect assets via affidavit from nursing homes, funeral homes, insurance companies, financial institutions, utility companies, and other government agencies while following state and federal policy. Manage the electronic case file records.
18. Receipts and records recoveries into the proper claiming system and into the correct agency revenue accounts.
19. Maintains the Revenue Recapture program by providing appropriate notices, verifying collection status, certifying claim for collection to Revenue Recapture following State mandated rules, regulations, and procedures on all clients from the Agency Collections System and state systems.
20. Completes miscellaneous financial and statistical reports as requested.
21. Adhere to confidentiality standards and utilize work practices to ensure the protection of individual identity and confidential information in compliance with department and statutory guidelines.
22. Attends training, conferences and meetings as needed to maintain current knowledge of statutes, rules and programs governing accounting and collections to maximize recovery and ensure compliance with all applicable guidelines.
23. Performs other related duties as assigned or apparent.

Deleted: <#> Audits, confirms and processes payments to clients, providers, and outside vendors using many different payment systems, but always following accounting standards. Maintains agency vendor payment systems: continuous update of current vendors and entry of new vendors. "Friday Checks" and Board Bills issuance: verifies coding, attaches payment documentation, dates of service, units, and etc., enters all vouchers into either IFSpi or SSIS, and completes processing steps. Verifies Foster Care placements (dates, time frames, homes or facilities), approves service arrangements for payment, and enters accurate information into SSIS, issues payments for foster care placements. Manages the Social Welfare program (Rep Payee): receipts and disburses monies from Social Security, SSI and any settlements for clients. Verifies and enters payments into on-line State Systems (MEC2): payments issued directly to clients and/or providers at the state level.¶

Receipts, records and verifies client information for all recoveries and collections made to the agency. Posts, adjusts and balances client accounts as payments are received and new charges are added. Manages the ACS (Agency Collection System): sets up the Control File, Transaction Type File, Client File, and Account File and maintains accurate information into each file which includes continual updates of new releases and new information as it comes into the Agency. Receipts and records recoveries into the proper claim system (ACS, MAXIS, MEC2, MN DOR-Revenue Recapture) and into the correct agency revenue accounts. Maintains Client Claims: enters adjustments, charges and payments. Prepares and mails monthly statements from ACS. Some of the charges entered in ACS include: Waiver Service Obligations, MA Spenddowns, and Detoxifications. Maintains the Revenue Recapture (MN DOR) program: enters Revenue Recapture information using State mandated rules, regulations, and procedures on all clients from the ACS & MAXIS systems.

Deleted: & Federal officials. Completes steps to send Child Support monies to the State when received at the County. Completes miscellaneous financial and statistical reports as required....



Position Description

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

High school diploma, or the equivalent, and two years of experience involving a combination of office support and bookkeeping responsibilities.

Or

Completion of college coursework, vocational school, or business school in accounting may be substituted on a year-for-year basis for the experience involving a combination of office support and bookkeeping responsibilities.

Upon hire, must have the ability to obtain a Certificate of Understanding issued by DHS for MAXIS, and Mec2, HIPAA Certificate, and Registered Log-on ID issued by DHS and DOR.

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Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Accounting terminology and practices.
4. Principles of governmental accounting.
5. Business math.
6. Spreadsheets and database software.
7. The automated accounting system used in the work area.
8. General record keeping and filing systems.
9. Techniques used in locating errors.
10. Office terminology, procedures, and equipment.
11. Uses and applications of computer systems.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 35 net words per minute without errors.
3. Skill in organizing and prioritizing work.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Analyze, plan, organize and perform detailed bookkeeping procedures rapidly and accurately.
3. Analyze financial records and reports, locate errors and provide solutions.



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4. Initiate departmental procedures sufficient to train or lead new workers in office practices.
5. Exercise independent judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities and policies.
6. Understand and carry out detailed written and oral instructions.
7. Reconcile and/or balance financial transactions and accounts.
8. Perform basic arithmetical computations (addition, subtraction, multiplication and division).
9. Compare data from a variety of sources for accuracy and completeness.
10. Interpret accounting records and documents and prepare information in summary form.
11. Work under pressure and willingness to accept responsibility for meeting deadlines.
12. Maintain effective working relationships with supervisors, co-workers, and the public.
13. Perform detailed work with speed and accuracy.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

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Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, MAXIS, MMIS, Mec2, SSIS, MN DOR, MN-ITS, Internet and other job-related software.

Deleted: Prism, ACS, SWS,

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Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.



Position Description

Work Environment

The noise level in the work environment is usually moderate.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

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... [1]

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014 – 11/17/2025

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... [2]

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*