



SUPERIOR COURT OF CALIFORNIA COUNTY OF MARIN



Announces an Opportunity for the Position of

ACCOUNTING SPECIALIST

Our Mission

*To ensure fair and equal access to justice and
serve the public with dignity and respect.*



The Community

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 252,000 residents known for its combination of rural and suburban lifestyles.

It is a recreation destination for the entire Bay Area - the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes employers such as Lucas Films and Autodesk, as well as vibrant agriculture, aquaculture, light industry and tourism business sectors. Marin County residents enjoy an excellent public school system. Marin's post-secondary institutions include College of Marin and Dominican University.

The Court

The Court is considered small/medium sized among the State of California's 58 trial courts. The Court has 12 authorized judicial positions and approximately 107 staff. The Court's bench and staff are ethnically and racially diverse. The average age of staff in the Court's workforce is approximately 52. Approximately 75% of the staff are represented by SEIU 1021; all others are unrepresented.

The Court is located in the Marin County Civic Center, a facility and campus designed by famed architect Frank Lloyd Wright. The Administration building was opened in 1959, while the Hall of Justice, housing the Court and other criminal justice and law enforcement agencies, was completed in 1969. The Civic Center was designated a National Historic Landmark in 1991. Its unusual design makes it a destination for tourists.

Accounting Specialist

Under general supervision, performs specialized routine to moderately difficult and complex clerical and administrative accounting duties involving the interpreting and processing of financial records; performs related work as required.

Distinguishing Characteristics

This is an advanced journey level position requiring independent judgment and initiative. The classification is distinguished from that of the Financial Services Associate in that the latter is responsible for more complex budget assignments and analytical projects. This class reports to the Court Chief Financial Officer.

Positions in this class may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.

- Performs varied moderately difficult financial and accounting work in support of court operations including accounts payable, accounts receivable, reconciliation and distribution of various reports.
- Interprets and applies existing policy and regulations governing the Court and State financial record keeping systems.
- Prepares vouchers for payments to varied service providers and refunds to depositors; posts transactions and reconciles ledgers and accounting records into the Court accounting system.
- Reviews financial obligations, and verifies supporting documentation; accepts payments by check, cash or credit card and issues receipts, reconciles counter and mail payments, reconciles cash against receipts to balance a cash drawer or financial report.
- Audits, verifies and logs in cash receipts, identifies source of payment, maintains trust accounts, posts to



correct account, makes deposits, and generates receipts.

- Prepares and processes summary of fines, fees and forfeitures reports; reconciles payments and makes adjustments when necessary, verifies delinquency and balance owed.
- Accesses various automated systems to query systems, inputs events, reviews and researches event codes, generates reports, prepare payment and journal vouchers.
- Maintains records, reviews and disburses money held in trust, both in interest bearing and non-interest bearing accounts.
- Reviews and processes cash and surety bonds; enters information into criminal justice systems; processes cash bail forfeitures and summary judgment of surety bails in accordance with the California Penal Code.
- Answers the telephone, responds to mail and email inquiries and/or refers to the appropriate personnel; composes brief and simple correspondence or generates computerized letters.

Education and Experience

DESIRABLE QUALIFICATIONS – Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be the equivalent of:

Education: Possession of a high school diploma, or its equivalent, but college degree preferred.

Experience: Three or more years of increasingly responsible experience reviewing, processing, and maintaining fiscal and financial records.



Knowledge, Skills and Abilities

Knowledge of: Clerical accounting methods, forms and terminology; standard office practices and procedures related to the processing and recording of computer generated documents, financial records and transactions; cash handling policies and procedures; legal provisions governing revenues and expenditures; computer applications related to work including automated fiscal management systems and spreadsheet software; California Penal Code, Code of Civil Procedure, Revenue Code, Uniform Local Rules and other related statutes or codes

Skill in: Operating a computer, typewriter, adding machine, calculator and standard office equipment.

Ability to: Organize and prioritize work and meet critical deadlines; interpret and maintain financial and computer generated ledgers and manual and automated journals; review and analyze financial documents to detect and correct coding errors; understand Court reporting requirements; read and understand court orders and legal documents; prepare simple correspondence and financial reports; follow oral and written instructions; use computer software programs such as Excel and data base programs; communicate effectively, both orally and in writing; establish and maintain effective working relationships with judicial officers, court personnel, governmental agencies and members of the public.

Other Requirements

Ability to work irregular and/or flexible hours as required by the project phase. Possession of a valid Class C California driver's license and a satisfactory driving record.



Must pass background investigation to access the Criminal Justice Systems. Must be available to work occasional evenings, weekends and holidays.

Compensation & Benefits

The annual salary for the Accounting Specialist is \$48,956.96 to \$59,498.70 per year. In addition the salary is supplemented by a generous benefit package that includes the following elements:

Retirement

For new employees, the Court's retirement system is authorized by the County Employees Retirement Law of 1937 with a plan of 2% @ 62. This system has a reciprocity relationship with CalPERS and other 1937 Law entities.

Note: Court employees do not contribute to Social Security other than mandatory Medicare tax.

Insurance

The Court offers a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans. The Court also offers flexible spending accounts.

In addition, the Court provides generous paid leave allowances (paid time off and sick leave).



Other Benefits

Deferred Compensation Plan

All court employees may participate in a voluntary Internal Revenue Code Section 457 deferred compensation plan paid 100% by the employee.

Tuition Reimbursement Program

The Court offers a Tuition Reimbursement Program to employees who enroll in approved training courses or classes that directly relate to their present positions with the Court, or which may make employees more upwardly mobile in the Court. The Court's reimbursement program pays up to 50% of registration fees and materials, provided employees are pre-approved for their educational expenses and there are sufficient funds available in the Court's budget.

Employee Training and Development Program

The Court is committed to a continuous learning environment where employees are encouraged to improve their knowledge and skills throughout their careers with the Court. The Court is involved in regional and statewide training networks with other courts and professional organizations and also offers onsite programs. Employees are granted (2) Professional Development Days per year, which may be prorated based on date of hire.



Free Parking

The Civic Center offers free all-day parking for all employees and visitors.

SMART Train

The SMART Train Civic Center station is within walking distance of the Civic Center . The Court offers a monthly pre-tax payroll transportation benefit to set aside. To further support your effort to lessen your “carbon footprint” the Court will automatically match your transit costs up to \$40/month.



Carpool/Bike Incentive

Join a carpool to go further, or jump on a bike to boost your health and your wallet. You can receive a \$240 taxable carpool/bike incentive once every 6 months for carpooling or biking to work at least 60 days within each 6-month reporting period. This incentive is paid out twice a year if you meet all requirements. That's up to \$480 a year! The 60 days can be achieved through a combination of biking and/or carpooling.



Farmers Market

The Thursday Marin Farmers Market is located at walking distance and features 100 local farmers, specialty food purveyors and a handful of artisans. It makes for a great lunch destination as well.

Marin Civic Center Café

Byte Foods offers automated refrigerated food kiosks restocked daily with a variety of fresh, nutritious and locally sourced foods and beverages. These items include various sandwiches, salads, burritos and specialty entrees, as well as coffee, kombucha, and juices. There is also an assortment of snacks and treats.

Marin County Library

The Frank Lloyd Wright Civic Center Building offers an on-site library located on the fourth floor. It features free wifi, public computers and a large inventory of books and audio books.



Beautiful Scenery

Across the street from the Civic Center is the Marin Center which includes walking paths around a beautiful pond with a wide variety of wild birds. The Marin Center is also the location for the yearly Marin County Fair and various shows.



To Be Considered

Applications must be completed electronically at http://www.marincourt.org/human_resources.htm. Click on the link for Career Opportunities. The deadline is **Monday, July 27 at 11:00 p.m.** Candidates are responsible for submitting an application, cover letter, and answers to the supplemental questions in order to be considered.

Those candidates deemed most qualified will be invited to one or more virtual oral interviews to be tentatively scheduled for the week of August 10, 2020.

This is a full-time, non-exempt represented position. The position also includes a one-year probationary period.

EQUAL OPPORTUNITY/ADA EMPLOYER

Supplemental Questions

1. In detail, describe your experience in using financial computer systems and/or case management systems. Please include the specific systems you have experience with, job title, employer and primary use of the system.
2. Describe your experience processing financial transactions, creating financial spreadsheets and reports. Identify the types of transactions that you have processed, the type of reports and the spreadsheet and accounting software that you have used.
3. Please describe how you have been able to establish and maintain effective relationships with peers and others (managers, supervisors, support staff, general public, etc.) utilizing communication and interpersonal skills. Provide at least one example of how you have used these skills sets in the workplace.
4. Describe your proficiency using Excel. Provide specific examples of spreadsheets you've created, the intermediate to advance formulas you've used, and how the data was used.
5. Describe your experience reviewing and balancing cash receipts, and researching and reconciling discrepancies.
6. In detail, describe your experience in preparing payment vouchers, requests for payments and other documents for payment. Please specify the employer, position held and dates when describing your experience.