

SANTA CRUZ SUPERIOR COURT
COUNTY OF SANTA CRUZ



JOB RECRUITMENT

Accountant

APPLICATION DEADLINE:

June 4, 2021 at 5:00 pm

Hourly: \$32.94 to \$41.68

About the Position



Under direction of the Finance Manager, this position performs difficult, complex, and specialized professional financial analysis work and/or serves as a lead worker over technical and clerical staff; performs fiscal and strategic analysis. Performs budget analysis and design; assisting in the implementation of financial procedures, processes and systems; and performs financial and accounting audits.

Employees in this classification receive limited direction within a broad framework of policies and procedures. Assigned duties require the exercise of sound judgment to choose among possible actions, sometimes without clear precedents. Incumbents will perform their work independently with some guidance and oversight from the Finance Manager.

About the Court

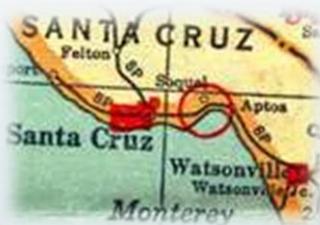
It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality service to the public. The court consists of 11 judges, one commissioner, and approximately 130 employees, with an annual budget of more than 15 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the newer Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz



Santa Cruz County has 275,897 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within

Santa Cruz County: Santa Cruz, Watsonville, Scotts Valley and Capitola.

Distinguishing Characteristic

This is the advanced journey/ lead worker level of the Financial Analyst series. This class is distinguished from the lower level Financial Analyst class in that this class may have

responsibility for leading, training and assigning the work of Financial Analysts and/or performing the more difficult, specialized and complex work of the series.

Representative Duties

1. Compiles and analyzes financial and budgetary data, statistics and other information to aid in program/department monitoring, evaluation planning and improvement.
2. Prepares studies and recommendations as directed; provides general technical assistance to management as assigned; prepares and negotiates requests for proposals, contracts and agreements; assists with preparation and presentation of budgets; performs budget and expenditure review and makes recommendations on same; evaluates, recommends, writes, and administers grant funding opportunities.
3. Reviews, analyzes and recommends to management, organizational policy and procedures for department operations; participates in the development of new or revised programs, systems, procedures and methods of operation; identifies court programs that can be enhanced by grant funding and prepares grant proposals.
4. Prepares and reviews annual budgets; reviews and verifies revenue and expenditures, monitors grants and grant expenditures. Compile, review, and format data and reports required by the Court, State, and other agencies.
5. Prepares narrative, graphic, and statistical reports such as collections and traffic/criminal revenue reports with alternative methods for resolving issues. Prepares correspondence and other written materials.
6. Reviews existing and proposed local, State and Federal legislation for impact on the court's activities; prepares analysis and monitors the effectiveness and results of new initiatives.
7. Assists in the development and implementation of department or division goals and objectives.

Knowledge of

- Financial management information systems including general ledger, accounts payable and receivable, and payroll;
- Financial administration of grants;
- Internal accounting and finance controls;
- Working with court trust funds and State Trial Court Funding reporting requirements;
- Laws, rules and regulations pertaining to governmental fiscal operations;
- Principles and practices of public administration, budget development, and management;
- Principles of supervision and training;
- Computer applications in governmental accounting (SAP) and financial analysis;

- Thorough knowledge of cost accounting theory and methods.

Ability To:

- Track and project expenditures and revenues;
- Monitor and reconcile expenditures against operations and maintenance vendor contracts and service agreements;
- Reconcile liabilities, cash, accounts receivable and accounts payable accounts;
- Review and analyze budget information and prepare professional reports and correspondence for court administrators and judges;
- Assist in the development of budget-related systems, policies, and procedures;
- Develop complex spreadsheets to track project expenditures and revenues;
- Create systems to ensure that funds are set up and maintained properly;
- Setup accounting systems as necessary;
- Identify management information needs and assist in designing new systems;
- Attend budget meetings and hearings and account for changes in the budget;
- Create annual budgets for court projects and departments.

Essential Functions

- Specific tasks and duties may vary between assignments, however, the following are considered essential functions expected of the Senior Financial Analyst classification:
- Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications;
- Periodic, regular, and/or occasional contact with employees in other court divisions, government agencies, the public and/or vendors with the ability to converse and respond appropriately to inquiries and requests;
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Incumbents must have the ability to lift and carry 10 lbs;
- Work with time constraints and under pressure in some situations.

Education and Experience

1. Graduation from an accredited college with a Bachelor's degree in Business, Public Administration, Finance, Accounting, or related field; and
2. A minimum of five years of budget experience performing fiscal, budgetary, and organizational analyses; and
3. A minimum of two years of progressively responsible accounting experience in a government or quasi-governmental setting.

Additional work experience may be substituted for a Bachelor's degree, if it is in combination with an educational background that demonstrates the required knowledge and abilities.

Special Requirements and Conditions

License Requirement: Possession of a valid California class C driver's license, or the ability to provide suitable transportation which is approved by the appointing authority.

Background Investigation: Fingerprinting is required.

Physical Demands:

- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a computer terminal on a regular basis;
- Ability to listen to verbal requests from the public and court staff, then respond appropriately;
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 10 lbs, such as: files, stacks of paper, reference books, and other materials;
- Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step-stool;
- Standing and sitting for long periods of time is periodically required.

Working Conditions

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high-quality work under limited time constraints. The ability to work independently as well as closely with others is required.

Selection

Only those candidates who submit a completed application packet (application and resume) by 5 p.m. on June 4, 2021, and who meet the minimum qualifications will be invited to participate in the examination process. Candidates who pass the exam process will be certified to an eligibility list from which the hiring manager may select candidates for interview when there is a vacancy. In the event that the Court receives many applications, it reserves the right to limit the size of applicant pool by selecting only those most qualified for the position.

Compensation and Benefits

The position of *Accountant* is classified as a union represented non-exempt position that is compensated according to the following bi-weekly (80 hours per pay period) pay range:

\$32.94 to \$41.68/Hourly

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of

their own PERS retirement. Please contact HR if you would like more specific benefits information.

Application Materials

Applications are available on our website: <http://www.santacruzcourt.org> (by clicking the link for “Employment”). For additional information please email the Court at hrinfo@santacruzcourt.org or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to hrinfo@santacruzcourt.org or mailed to the following address:

Superior Court of California, County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, California 95060

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.