



COURT ACCOUNTANT I-III

Salary: \$52,853 – 81,165 (DOE)

Full-time (40 hours per week - salary exempt)

Full Benefit Package included

Announced: May 16, 2023

Final Filing Date: UNTIL FILLED

Position Summary:

Accountant I-III: The following tasks include job responsibilities ranging from the Accountant I – III series; the candidate's experience will determine which job category they will be assigned, and includes, but is not limited to: Under general supervision, this position performs a range of accounting duties related to fiscal analysis and management including the examination, analysis, maintenance, reconciliation and verification of financial records; performs a range of accounting duties related to fiscal analysis and other activities including financial, statistical and reporting functions; this position performs complex professional accounting duties including but not limited to monitoring and controlling the court's accounting and reporting system; preparing and monitoring the Court's budget, and monitoring the activities of the professional accounting staff. These positions are unrepresented, confidential and is at-will.

Example of Essential Duties:

- Performs general ledger maintenance and account reconciliation;
- Assists in preparation of annual departmental budget and analyzes budget variances;
- May assist with audits for analysis and verification of fiscal records;
- Assists in the preparation of various financial statements/cost and written reports;
- Collects and verifies supporting documentation and approvals for payables;
- Assists in completing bi-weekly payroll process;
- Perform monthly billing for grant funded programs;
- Assists with year-end closing of accounting records and preparation of year-end schedule, reports and financial statements;
- Maintain departmental financial records and accounts using manual and/or automated systems;
- Assists with a variety of accounting or auditing activities;
- Assists with the preparation of a variety of complex reports involving statistics, legal requirements, cost and general accounting, and auditing;
- Reconciles bank accounts; and
- Operates a personal computer using a variety of software applications including accounting, spreadsheet, word processing, and database applications as well as task-specific applications; and,
- Other duties as assigned.

Education and Experience:

BA/BS in Accounting, Business Administration or a closely related field is preferred, 1-3 years of progressively responsible general accounting and/or auditing experience, governmental accounting experience is preferred but not required. Experience may be substituted for education.

Possession of a current CA driver's license may be required.

KNOWLEDGE OF

- Basic accounting principles, practices, and terminology;
- Business law terminology;
- Standard computer business applications;
- General payroll processing requirements;
- Receivables and payables;
- Cash control procedures;
- General ledger maintenance and reconciling; and
- Preparation of financial statements.

SKILLS AND ABILITIES

- Effectively perform a variety of basic and more complex accounting assignments;
- Analyze fiscal data and draw logical conclusions;
- Make arithmetic calculations with speed and accuracy;
- Use and understand information technology systems and applications;
- Operate adding machine, typewriter and other basic office equipment;
- Organize work and set priorities to meet deadlines;
- Maintain complex filing systems in accordance with law and standard practice;
- Maintain confidentiality;
- Take initiative and exercise sound independent judgment within areas of responsibility;
- Establish and maintain effective working relationships with others;
- Research, develop, and implement major accounting systems;
- Understand, interpret, and apply provisions of federal, state, and local regulations and policies pertinent to accounting and fiscal operations;
- Prepare a wide variety of financial reports and statements;
- Plan, coordinate, and initiate actions necessary to implement new policies, methods, and procedures within the division;
- Interpret and apply legal and administrative concepts to accounting functions;
- Deal tactfully and courteously with staff, public, and others contacted in the course of work; and
- Communicate effectively, both orally and in writing.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

THE EMPLOYMENT PROCESS

A completed job application is required. Please include all the information requested in the application; resumes will not be accepted in lieu of an application but may be included. The recruitment will remain open until the position is filled. Please list all relevant experience and educational background, and provide all the information requested on the application, including signatures and dates. Incomplete applications will not be considered.

How to Apply: The job announcement and application packet may be obtained in person, or at: Jobs@humboldtcourt.ca.gov, or the Court's website at: <https://www.humboldt.courts.ca.gov/general-information/human-resources-and-employment>

Application Process: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date (if applicable). Applications will be accepted by mail, e-mail, fax, or delivered in person to the Human Resources office. *Resumes will not be accepted in lieu of an application – please see link to application below:* <https://www.humboldt.courts.ca.gov/system/files?file=courtjobapplication.pdf>

Examination Process: Applicants meeting minimum qualifications will be required to participate in an examination process.

Exam Accommodation: Applicants with disabilities who require special testing arrangements must complete the Request for Accommodations form:

<http://www.courts.ca.gov/documents/mc410.pdf> and submit it to the Human Resources Department prior to testing.

Condition of Employment: Candidates selected are required to pass a LiveScan background check before an official job offer can be made.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

EMPLOYEE BENEFITS

For a comprehensive list of benefit plans, please **visit our website** at:

<https://www.humboldt.courts.ca.gov/general-information/human-resources-and-employment>

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THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE

****The Superior Court of California, County of Humboldt is an Equal Opportunity Employer****

