



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTING CLERK

(Class Code 474C)

The Superior Court of California, County of San Francisco, invites applications from qualified individuals interested in performing a variety of the most difficult and complex technical accounting and statistical record keeping. This is a journey-level position that has a high degree of independence with considerable self-initiative to complete work with minimal oversight. This position serves as the lead staff and is expected to coordinate fiscal work with junior fiscal and clerical staff and provide guidance to improve teamwork.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: **4:00 PM, June 6, 2022**

COMPENSATION: **\$3,078.36 to \$3,741.37 biweekly (\$80,037 to \$97,275 annually)**

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave and holiday pay.

POSITION OVERVIEW

Duties may include, but are not limited to, leading and/or assisting with the following:

- Posts transactions, reconciles accounts, and processes and maintains accounting records.
- Performs complex accounting tasks such as maintaining ledgers, recording entries, identifying and allocating revenue and expenditures, and processing payments.
- Performs complex accounting analysis and financial transaction processing and resolves difficult operating issues.

- Supports the Court's purchasing and procurement activities including ordering, receiving and distributing supplies.
- Prepares accounting systems documents (e.g., accounts payable invoices, transfers, checks, time sheets, payroll reports) for approval and distribution.
- Assists in the development and implementation of new operating policies and procedures.
- Assists in processing payroll records and documentation.
- Processes cash functions such as preparing cash receipts, making deposits, reconciling cash drawers, maintaining trust accounts, and reviewing cash accounting and procedures to ensure adequate controls and safeguards.
- Processes, verifies, and reconciles collection and distribution reports.
- Prepares collection invoices and coordinates with internal and external stakeholders about necessary collection procedures.
- Maintains financial distribution data and calculations within each case management system.
- Prepares a wide variety of financial and statistical reports including year-end reporting, budgetary reports, monthly financial statements, special studies; and assists in the preparation of the financial and custom reports, graphs, and schedules as needed.
- Assists in the coordination and preparation of contracts for the purchasing and procurement of materials, supplies and services.
- Monitors and reviews expenditures, revenues, and budget allocations to determine financial status.
- Maintains and monitors grant funds and ensures compliance with rules and regulations governing the use and the accounting of each grant; compiles and prepares financial and other data for claims.
- Answers financial inquiries and correspondence from the public and court staff.
- Monitors, reviews, and coordinates the work of accounting clerks including such functions as utilizing system applications, statements, worksheets, processing statistical reports, reconciliations, cash receipts, distributions, encumbrances and payments.
- Provides input to management as part of the performance management process for accounting clerks.
- Informs and trains court employees on financial policies and procedures.
- Performs tasks in software related to accounting, including databases, automated accounting systems, spreadsheets and word processing.
- Organizes, prioritizes, and coordinates job assignments, as necessary, to meet critical deadlines.

- Demonstrates high level of self-initiative and independent judgment within established procedural guidelines
- Performs other job-related duties as assigned.

Work is performed in an office environment; continuous contact with judicial officers, executive management staff, other staff and the public.

Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

REQUIRED QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four years of verifiable experience processing financial and accounting matters (e.g. cost records, deposits, expenditures, allocations), bookkeeping and/or financial record keeping. Such experience typically includes verifying correctness of financial documents, maintaining expenditure records, and reconciling subsidiary accounts.

DESIRABLE QUALIFICATIONS

Two years of paid full-time experience performing professional governmental accounting or financial statistical recording. Court experience is preferred.

A Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Accounting or a closely related field—**OR** two years of verifiable relevant accounting/financial/business management experience and 30 semester units/45 quarter units of coursework from an accredited college or university with a minimum of 12 semester units/18 quarter units in Accounting.

Knowledge of:

- Generally accepted accounting principles, governmental accounting standards and other governmental accounting and auditing procedures.
- Fund accounting and financial reporting.
- Application and operation of computerized accounting systems and spreadsheets, using common accounting and spreadsheet software at an intermediate level.
- Statutory laws, rules and regulations applicable to governmental accounting, auditing and finance.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and theories of internal control.
- Modern office practices, methods and computer equipment and applications related to the work.
- Standard accepted principles of purchasing and procurement activities.
- Practices of motivation, team building and conflict resolution.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Perform complex fiscal analysis and tasks with a high degree of independent judgment.
- Establish and maintain financial records and prepare complex forms, statements, records, summaries and reports.
- Gather, review and evaluate data and information for compliance with established procedures and controls.
- Demonstrate accurate accounting of fiscal transactions.
- Analyze and interpret complex fiscal and/or accounting data and reports, identify discrepancies, develop accurate and concise summaries, and draw logical and appropriate conclusions.
- Demonstrate sound judgment within the framework of policies, procedures and guidelines.
- Interpret and apply relevant laws, rules, policies and other guidelines associated with the assigned functional area(s).
- Communicate clearly and effectively orally and in writing.
- Establish and maintain effective working relationships with co-workers, judicial officers, and other agencies.
- Provide excellent customer service to court staff, the public, vendors, contractors and other agencies.
- Operate standard office equipment including computers and accounting equipment with speed and accuracy, including learning new software application.
- Perform rapid and accurate arithmetic calculations.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <http://sfsuperiorcourt.org/general-info/hr>. (Applications may also be submitted on [Indeed.com](https://www.indeed.com))
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the online application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted. **All applications must be submitted by the final filing date and time indicated in this announcement.**

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview & Skills Exercise:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. Applicants may also be required to participate in a skills exercise related to job factors. If interviews and the skills exercise are scheduled, it is anticipated that they will be conducted in June 2022.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number, and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

FINAL FILING DATE: 4:00 PM, June 6, 2022

For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.

This announcement and the online application are available at <http://sfsuperiorcourt.org/general-info/hr>.