

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: Auditor

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6174

OVERVIEW

Audit Services is responsible for auditing the State's 58 superior courts and assessing their compliance with the policies and procedures adopted by the Judicial Council of California (JCC). Such policies include the Trial Court Financial Policies and Procedures Manual and the California Rules of Court, among others. The JCC's executive management may also, at times, request audits (or alternatively non-audit consultative reviews) of the JCC's internal operations.

The Judicial Council of California is accepting applications for the position of Auditor in the Internal Audit Services unit with the Audit Services office.

Audit Services conducts compliance audits of the superior courts based on the Judicial Council's policies. These audits can involve the detailed review of the superior court's financial information and requires, at a minimum, that the incumbent develops or possesses a general understanding of the State's accounting and financial reporting practices. Working under the direction of a senior auditor, verbal and written communication skills are critical.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental, and vision coverage, flexible spending, up to \$130 per month reimbursement for qualifying commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- Performs work on assigned audit engagements of the superior courts.
- Gathers information to determine the extent to which the auditee is complying with applicable policies and procedures, statutes, rules of court, and the terms and provisions of contracts and agreements.
- Analyzes data for trends or deviations and assesses the associated risks.
- Prepares working papers to document the audit work performed and conclusions reached.
- Conducts audit or non-audit consultative work, as part of team, of all sizes, complexities, or sensitivities relating to the operational, financial, and compliance activities of the branch.
- Gathers all types of information to determine the extent to which the branch is complying with policies and procedures, statutes, rules of court, and the terms and provisions of contracts and/or grant agreements.
- Participates in entrance and exit conferences.

- Researches and gathers background information regarding overall assignment and assigned areas of testing.
- Participates in planning sessions for the audit or non-audit consultative review.
- Participates in planning the scope and approach of the audit or non-audit consultative review for assigned areas, organizes assigned work, and prepares work plan for review and approval by the auditor-in-charge.
- Gathers preliminary information about auditee or entity to be reviewed, such as locations, staff, headquarters, operating days, and business hours.
- Identifies and reviews the necessary testing and the associated programs for the assigned work.
- Communicates unusual and technically challenging findings to auditee management during the audit or non-audit consultative review, including technical, controversial, or sensitive results.
- Identifies unusual findings to communicate to management.
- Gathers relevant information regarding unusual or technical findings.
- Discusses unusual findings with management under guidance and assistance from the auditor-in-charge.

Other Duties and Responsibilities:

- Assigned as support staff to audit management as needed for special investigations (annually).
- This position requires approximately 25% travel, including overnight, throughout the state.

**MINIMUM QUALIFICATIONS
EDUCATION AND EXPERIENCE**

Bachelor's degree, preferably in business, finance, accounting or directly related field, and three (3) years of professional experience in auditing, government public policy, or court finance or accounting. An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Master's degree in a directly related field, such as accountancy, public policy or business.

OR

Two years as an Associate Analyst with the Judicial Council of California performing audit-related duties or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Associate Analyst in a California Superior Court or California state-level government entity.

LICENSING AND CERTIFICATIONS

- Valid driver's license

Knowledge of:

- Generally Accepted Government Auditing Standards (GAGAS)
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- Generally Accepted Accounting Principles (GAAP), Practices, and Procedures
- Governmental Accounting Standards Board (GASB) pronouncements
- The organization of State government and applicable administrative policy, procedure, and practices
- Principles and practices of auditing manual and automated financial systems
- Principles and practices of State administrative functions, such as budgeting, accounting, human resources, procurement, contracting, and information technology services and security
- Principles and practices of data collection and control, and reviewing documents for accuracy and completeness

Ability to:

- Apply government accounting, budgeting, and auditing principles, standards, and procedures.
- Research and understand State and Federal laws, regulations, policy, and procedures
- Conduct audits or reviews of government accounts and records, both in hardcopy and electronic format.

Desirable Qualifications

- As the incumbent progresses, the following professional certifications are desirable: Certified Public Accountant or Certified Internal Auditor.
- Optional certifications include, but are not limited to, Certified Fraud Auditor/Examiner or Certified Information Systems Auditor.

OTHER

Please note, if you are selected for hire, verification of employment authorization to work in the United States will be required.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **Monday, March 12, 2024**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete the online application, please go to <https://www.courts.ca.gov/careers.htm> and search for **JO# 6174**.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS

\$7,082 - \$10,623 per month

(Starting salary will be \$7,082 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, we will review your responses to the following questions. Your answers should not exceed a total of three pages.

1. Please explain why you are interested in this position and how your education, past work experiences, and/or qualifications have prepared you to be successful.
2. Please describe your past work experience in auditing. Specifically, elaborate on which audit firm or agency you worked for, the types of audits or reviews you participated in, your level of responsibility, and how frequently you interacted with the management of those you audited.
3. Describe, in your view, the characteristics of a successful audit and the kinds of contributions you can make to recreate that success as an auditor on our team.
4. Do you have a current valid California driver's license?