



# *Superior Court of California* *County of San Francisco*

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

## **EMPLOYMENT OPPORTUNITY**

### **ACCOUNTING CLERK**

(Class Codes 472C)

The Superior Court of California, County of San Francisco, invites applications from qualified individuals interested in performing a variety of bookkeeping and financial record keeping duties, providing financial information and assistance to inquiries concerning an assigned work area, performing general office support assignments, and performing other job-related duties as required.

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, October 10, 2022

**COMPENSATION:** \$2,332.62 to \$3,281.70 biweekly (\$60,648 to \$85,324 annually)\*

\*Current applicable labor contract provides an additional 4% increase in base salary effective 7/01/23.

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**

The Accounting Clerk is responsible for performing a variety of accounting transactions including making regular contact with other departmental personnel; preparing and maintaining a variety of financial and bookkeeping records and reports; verifying the correctness of accounting documents; maintaining the general ledger and performing statistical record keeping work, which requires previous experience in the area of financial and statistical record keeping, where assigned.

Examples of Duties:

1. Performing specialized financial and statistical record keeping work.
2. Distributing material, labor, and equipment costs to appropriate cost centers and projecting amounts.
3. Posting and balancing general and subsidiary ledgers.
4. Verifying the correctness of accounting documents by comparing postings to source documents and checking calculations for accuracy.
5. Identifying and resolving a variety of difficult account and statistical and record keeping problems.
6. Performing corrections in the maintenance of accounting and fiscal record controls.
7. Reviewing, compiling, and recording a variety of financial transactions.
8. Preparing periodic special financial and statistical reports.
9. Maintaining controls and records warrants.
10. Reconciling daily and monthly cash balances; examining, reconciling, and balancing fiscal records.
11. Coordinating, preparing, and monitoring budget expenditures.
12. Operating computers, using Court financial software and spreadsheets.
13. Responding to fiscal inquiries, explaining financial procedures and assigning area account record keeping requirements to other staff and the public.
14. Performing other job-related duties as required.

Work is performed in an office environment; continuous contact with other staff and the public. May require travel within the state and county to establish and maintain contacts with other Court Collections Programs and various governmental agencies.

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:

Two years of full-time work experience in financial and statistical record keeping. Such experience should include processing accounting matters, bookkeeping and/or financial record keeping, verifying correctness of financial documents, maintaining expenditure records and reconciling subsidiary accounts, that provides the knowledge and abilities as described below.

College credits in accounting from an accredited college or university, in addition to the work experience required above, are preferred.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and terminology of accounting, including knowledge of government accounting and budgeting.
- Methods, practices, and terminology of financial and statistical record keeping.
- Laws, rules, and regulations governing the maintenance of fiscal records in the area of assignment.
- Good public relations techniques.
- Maintenance of electronic and hard copy files and information retrieval systems.
- Computerized financial information systems used by the Court and Microsoft Office software applications (e.g., Excel).
- Modern office methods and procedures.

### **Ability to:**

- Perform a variety of financial and statistical record keeping work.
- Process revenue and/or accounts payable records.
- Read and understand codes, statutes, and information related to financial and statistical record keeping work and Court fiscal record keeping requirements.
- Gather and organize data and information.
- Prepare financial and statistical reports.
- Make mathematical calculations accurately in order to arrive at correct balances when working on accounting matters such as cost records, deposits, expenditures, allocations, taxes and penalties.
- Perform revenue and expense cost analysis and projection reports using spreadsheet programs such as Excel.
- Work with computerized financial and special information systems and use a computer for financial and statistical record keeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

## 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](http://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.**

Applicants will be required to respond to the four items listed below when completing the online application. Responses to each item will be limited to 4,000 characters, approximately the equivalent of what would fit on one 8 ½ x 11 page—even though the system allows space for a longer response. Applicants are encouraged to draft responses to the four items within the character limit prior to beginning the online application process.

1. Describe your accounting and statistical record keeping work experience that has specifically included the following: processing accounting matters, bookkeeping and/or financial record keeping, verifying correctness of financial documents, maintaining expenditure records and reconciling subsidiary accounts. (Specify your role in the specific work situation you cite, state your employer at the time the example occurred, provide approximate dates of the work experience and your job title at the time, and indicate the percentage of the outcome of the project or program for which you claim responsibility.)
2. From your work experience, describe your most complex fiscal or accounting analysis using Excel. Describe any challenges you faced while performing this work. (Specify your role in the specific work situation you cite, state your employer at the time the example occurred, provide approximate dates of the work experience and your job title at the time, and indicate the percentage of the outcome of the project or program for which you claim responsibility.)
3. Describe a specific example of your work experience that best demonstrates your ability to use good public relations techniques, and to deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where you are/were assigned. (Specify your role in the specific work situation you cite, state your employer at the time the example occurred, provide approximate dates of the work experience and your job title at the time, and indicate the percentage of the outcome of the project or program for which you claim responsibility.)

4. Provide a list of college courses you completed in accounting, specifying the name and location of the college or university, the number of credits and whether the credits were semester or quarter credits, and the date(s) completed.

## **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 late October/early November 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, October 10, 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>.*