

# 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:** Fiscal Analyst (General Ledger Accountant)

**LOCATION:** San Francisco or Sacramento

**JOB OPENING #:** 6202

### OVERVIEW

The Judicial Council of California is accepting applications for the position of Fiscal Analyst in the General Ledger (GL) & Reports unit for the Branch Accounting and Procurement (BAP) office.

The Fiscal Analyst (GL Accountant) will work within the GL and Reports unit supporting the 58 trial courts of California. This position performs a variety of complex accounting analyses to provide direction, guidance, and oversight for financial transactions. The incumbent will develop and maintain key relationships with internal and external stakeholders and work closely with the other division units, such as purchasing, payroll, accounts payable, trust, and treasury. In addition, this position works closely with the Finance Budget unit and has daily contact with court staff and financial managers. The Fiscal Analyst is not responsible for the supervision of any staff.

The Judicial Council strives for work-life balance, including 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 minutes from downtown, just north of Discovery Park.

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

### RESPONSIBILITIES

- Analyze assigned court's financial data and make recommendations as appropriate to improve accuracy and efficiency.
- Identifies and recommends updates to processes, procedures, and SAP functionality.
- Assist trial courts in posting their financial data into SAP by preparing/entering/reviewing journal entries.
- Document financial issues in writing in a clear and understandable format and present them to the trial courts.
- Prepare monthly, quarterly, and year-end financial reports provided to the state of California, Judicial Council management, internal auditors, and other parties.
- Prepare ad hoc financial reports using spreadsheets and financial report generators.
- Perform purchase order line-item reconciliations quarterly.
- Perform quarterly program reconciliations based on program type and requirements as new programs are implemented.
- Perform general ledger and financial statement reviews on a quarterly basis.
- Document, update, and write procedures.

- Utilize and understand T-accounts to explain and document complex accounting transactions and determine the appropriate adjusting entry.
- Review and upload courts' budgets into SAP.
- Conduct training for trial court personnel.
- Problem-solve and respond to trial court questions.
- As part of the GL team, during the fiscal year-end close, it is mandatory for the General Ledger (GL) team to work extra hours on nights and weekends and refrain from taking vacations.

**Other Duties and Responsibilities:**

- Attend training sessions for professional development (annually).

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

Bachelor's degree, preferably in business, finance accounting, or a directly related field, and three (3) years of professional experience in accounting, finance, budgetary, or contract administration. As noted above, an additional four years of professional experience in the assigned function 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

Juris doctor, master's of business administration, or master's degree in a directly related field for the assigned discipline such as finance or accountancy.

OR

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

**Desirable Qualifications:**

- Interpreting, applying, and explaining applicable laws, codes, regulations, and standards.
- Reviewing complex financial documents including, but not limited to, contracts and agreements for compliance and formulating accounting rules.
- Researching, compiling, reviewing, analyzing, calculating, summarizing, and synthesizing financial information.
- Preparing financial documents and statements.
- Organizing, prioritizing, and coordinating multiple tasks in order to meet assigned deadlines and manage competing demands.
- Providing customer service and consultation.
- Utilizing a computer, relevant software applications, and/or other equipment as assigned.
- Effective written communication.
- Advanced Microsoft Office skills, particularly Excel.

**OTHER**

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

**HOW TO APPLY**

This position is **Open Until Filled** and requires the submission of our official application, a resume and a response to the supplemental questions. To ensure consideration of your application for the earliest round of interviews, please apply by **Friday, April 12, 2024**.

To complete an online application, go to job opening #6202 at <https://www.courts.ca.gov/careers.htm>

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, please provide a response to the following questions. Your answers should not exceed a total of three pages.**

1. Describe your technical skills and experience with complex accounting functions, general ledger accounting, account analysis, and preparing financial reports, as well as your experience with governmental fund accounting. If you do not have governmental fund accounting, please describe your accounting experience.
2. Please describe a complex accounting issue that you had to resolve. What was the issue? And what steps did you take to resolve the issue? What tools did you use? What was the outcome?