

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 Services Coordinator

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6191

OVERVIEW

The Judicial Council of California is accepting applications for the position of Fiscal Services Coordinator in the Procurement - Purchasing unit for the Branch Accounting and Procurement (BAP) office.

This Fiscal Services Coordinator serves as an official Judicial Branch procurement representative in the formal procurement and solicitation of goods and services, under the supervision of the Fiscal Services Support Supervisor, who assigns, reviews, and approves the workload of this position.

The Fiscal Services Coordinator serves as an official Judicial Branch procurement representative in the formal procurement and solicitation of goods and services under the supervision of the Fiscal Support Services Supervisor, who assigns, reviews, and approves the workload of this position. Specifically, the Fiscal Services Coordinator is responsible for purchasing a variety of goods and services including office supplies and equipment, minor computer supplies, telephones, ergonomic equipment, subscriptions for minor services, and special furniture purchasing projects. This incumbent will authorize use of a California State procurement credit card (P-Card) to procure certain goods and services for the JCC. This position will be supporting the JCC's property reutilization program and ensuring compliance with the JCC's procurement practices, policies, and procedures including the Judicial Branch Contracting Manual and JCC's Local Contracting Manual. The Fiscal Services Coordinator is also responsible for general administrative duties, including maintaining current and accurate procurement information in the Financial Information System for California (FI\$Cal) and maintaining files in accordance with the General Procurement Document Control Guidelines.

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 or Sacramento office; hybrid work options for employees who live in areas surrounding this location may be considered.

RESPONSIBILITIES

- Forward purchase order with appropriate terms and conditions and supporting documentation (document routing sheet, procurement summary, NCB, bid tabulation summary, winning bid, specifications, certifications, etc.) to Supervisor and Principal Manager (depending upon dollar amount) for review and approval/signature.

- Distribute purchase order and any applicable attachments to selected vendor, JCC Project Manager, and requestor via email. Mail a hard copy of the purchase order and any applicable attachments to the selected vendor, as needed.
- Prepare, assemble, and issue solicitations, such as Requests for Proposals (RFP), Requests for Quotes (RFQ), and Invitation for Bids (IFB), depending on the dollar amount and the type of procurement. Determine whether the solicitation requires posting on the JCC website or if it can be emailed/mailed to potential vendors.
- Compile all bid proposals for cost analysis and verification of requested items and specifications. Create a bid tabulation summary for final review and approval from the JCC Project Manager/requestor. If a Non-Competitive Bid (NCB) is applicable, review to ensure requirements are met, including that the NCB complies with applicable JBCM policies.
- Conduct procurements in compliance with the JCC's procurement practices, policies, and procedures, including the JBCM and JCC's Local Contracting Manual.
- Coordinate disposal of property. Determine the most cost-effective method of disposal based on DGS' recommended action. Items will typically either go to DGS Sacramento or to an E-waste facility/dump.
- Process reconciled monthly statements, including appropriate supporting documentation, in FI\$Cal for approval.

Other Duties and Responsibilities

- Attend FI\$Cal training classes and tutorials, as required.
- Assist courts with projects, as requested.
- Research certain items pertaining to purchasing or search for Leveraged Purchasing Agreements to utilize for the purchase of goods and services.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Three (3) years of accounting experience, including some experience in area of assignment (such as procurement, accounting operations and bookkeeping duties for accounts payable, and general ledger).

OR

Associate's degree, preferably in accounting or business-related field, and one (1) year of accounting experience, including some experience in area of assignment (such as procurement, accounting operations and bookkeeping duties for accounts payable, and general ledger). Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

One year as a Fiscal Services Specialist with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Fiscal Services Specialist in a California Superior Court or California state-level government entity.

Desirable Qualifications

- Experience with and knowledge of financial software, preferably FI\$Cal.
- Excellent customer service skills.
- Understanding of government procurement processes and procedures.
- Basic experience in the purchasing of goods and services.

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 requires the submission of our official application, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **5:00PM on Thursday, March 28, 2024.**

To complete an online application, go to job opening #6191 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

\$5,592 - \$7,828 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. Why are you interested in this position?