

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, Payroll Accountant

LOCATION: Sacramento, CA

JOB OPENING #: 6216

OVERVIEW

The Judicial Council of California is accepting applications for the position of a Fiscal Analyst, Payroll Accountant in the Payroll Financial Services unit for the Branch Accounting and Procurement (BAP) office.

This Fiscal Analyst, Payroll Accountant position reports directly to the Fiscal Supervisor in the Payroll Financial Services unit. The Primary responsibility for this position includes direct support to courts with their day-to-day processing of payroll activities, accounting entries, completion of tax services (e.g., deposits, quarterly filings, W-2s, etc.) for courts with most complex tax calculations and reporting, general ledger account analysis, maintenance, reconciliation, preparation of payroll financial reports, and payroll and tax research. The incumbent is assigned to courts using all payroll provider types and serves as a post payroll functional lead assisting (internal and external customers) with questions, business processes, system entries, and representing the unit on projects or at meetings as assigned.

THE JUDICIAL COUNCIL

The Judicial Council of California is the policy setting body for the state court system and has constitutionally conferred statewide rule-making authority. This authority includes developing, advocating for, and allocating the judicial branch budget. A majority of Council members are California state justices and judges; however, the Council also includes lawyers, legislators, and court administrators.

By enhancing its role as a leadership, knowledge, and service resource for the judicial branch, the Judicial Council's staff organization seeks to continue to evolve as one of California's most dynamic public service entities, focused on improving access to justice for all Californians by innovating and responding to the changing needs of the courts and the public. As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.

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 Sacramento, the office is minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in person at the Judicial Council's Sacramento office and reside in the areas surrounding this location. The Judicial Council offers hybrid work arrangements for many positions. Beginning in September 2024, employees will work in the office at least one day each week. Beginning in January 2025, employees will work in the office at least two days per week.

RESPONSIBILITIES

- Payroll Reconciliation and Recording - reconcile trial court payroll data for all courts including those on the Phoenix HR/Payroll System
- General Ledger Account Maintenance - monitor, analyze, and reconcile Personnel Services general ledger accounts and related cash accounts
- Benefit Reconciliation and Vendor Payment - prepare benefit and insurance reconciliations and process vendor payments for the most complex trial court
- Process payroll tax deposits and prepare/submit quarterly tax filings for trial courts using the Phoenix HR/Payroll System
- Complete Employee Wage and Tax Statement (W-2) reconciliation and annual distribution for trial courts using the Phoenix HR/Payroll system
- Perform employee payment processing and banking services
- Review system change requests, validate testing data, and prepare and provide training

Other Duties and Responsibilities:

- Complete required training hours bi-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. An additional four years of professional experience in the assigned function 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

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:

- Efficient payroll accounting and general ledger account analysis experience in an integrated system
- Ability to analyze, interpret, and properly apply payroll and tax rules
- Payroll tax experience: ability to analyze and interpret legal documents relating to payroll taxation
- Ability to interact professionally with internal and external customers at all levels
- Exceptional written and verbal communication skills
- Proficient using Microsoft Office Suite, including Word, Excel, and PowerPoint

OTHER INFORMATION

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, May 3, 2024**.

To complete an online application, go to job opening #6216 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 how you meet the requirements for this position regarding experience, education, and training.