

SANTA CRUZ SUPERIOR COURT
COUNTY OF SANTA CRUZ



JOB RECRUITMENT

Accounting Technician

APPLICATION DEADLINE:

February 5, 2024 at 5:00 pm



About the Position

Under general supervision, performs complex clerical and technical accounting duties involving financial and statistical recordkeeping and reporting for assigned elements of the Court's accounting function; and, performs related duties as assigned.

About the Court

It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality service to the public. The court consists of 12 judges, one commissioner, and approximately 130 employees, with an annual budget of more than 20 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the newer Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz



Santa Cruz County has 275,897 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within

Santa Cruz County: Santa Cruz, Watsonville, Scotts Valley and Capitola.

Distinguishing Characteristics

The Accounting Technician is distinguished from the Senior Account Clerk in that the latter performs less complex financial record keeping duties, follows general procedures requiring basic bookkeeping techniques and accounting principles. The Accounting Technician acts as lead to the Senior Account Clerk.

The Accounting Technician is distinguished from the Accountant in that the latter performs professional accounting, auditing and supervisory duties for Court-wide accounting functions.

Incumbents are expected to perform their work with a minimum of technical supervision and to coordinate or integrate work activities with other personnel.

Typical Tasks

Maintains and analyzes the courts grants; accepts invoices for billing against grants; decides what is billable in accordance with the grant MOU and invoices the Administrative Office of the Courts; deposits the money received from the grant; investigates discrepancies and determines if item can be resubmitted; attends training meetings or conferences pertaining to grants.

Reconciles revenues collected by the court; verifies cashier deposits; checks all currency ensuring no counterfeit are in the deposit; inspects checks to ensure they will be validated by the system; compiles and makes deposits; separates the civil and criminal money received; investigates discrepancies and determines and documents corrective action taken.

Reconciles differences between the Case Management System and the actual revenue receive; uses mathematical skills and knowledge of how the Case Management System but must analyze and evaluates what caused the discrepancy and how to resolve the problem.

Creates and maintains a series of spreadsheets for all records of each deposit, revenue totals and trust balances for both civil and criminal.

Monitors and checks daily transactions, refunds and forfeitures for correctness including recording, balancing, adjustments and the reconciling; determines when a journals entry may need to be prepared for the transfer of funds between trust accounts.

Advises both cashiers and supervisors in correcting mistakes in daily transactions, check acceptance, cash handling procedures and case correction in the case management system; contacts individuals, departmental personnel and others to provide or elicit information, to resolve problems or to explain a procedure.

Oversees all accounts payable for the court; ensures that the terms of contracts are met before authorizing any payment for services; receives and reviews purchase order requests for major and minor purchases and prepares the requisition to create a purchase order; makes sure a W-9 form is on file, that all vendor requirements have been met, and court approvals signatures are on the forms; acts as the primary contact between vendors and service providers with the court; investigates discrepancies and takes corrective action.

Oversees all employee travel claims and petty cash reimbursements; makes sure the travel is in accordance to court policy, any petty cash must meet the type of products allowed to be purchased for court usage.

Oversees all interpreter contract payments and renewing of interpreter contracts; checks all claims for contract compliance prior to making payments.

Verifies all information is correct for the release of funds from the interest trust bearing account.

Collects, reviews, inputs all payroll information into SAP; creates payroll reports as needed by management, supervisors, Human Resources; updates personnel information in the payroll system as indicated by Human Resources; assists employees with all payroll matters; researches and resolves discrepancies.

Requirements

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of principles, methods and practices of accounting is qualifying. Graduation from an accredited college with a bachelor's degree in Business, Finance, Accounting or related field preferred, but not required.

A typical way to obtain the required knowledge and abilities would be:

Three years of increasingly responsible clerical and technical accounting or payroll experience, or two years of clerical accounting experience plus college coursework in accounting or a related field.

SPECIAL REQUIREMENTS AND CONDITIONS

License Requirement: Possession of a valid California class C driver's license, or the ability to provide suitable transportation which is approved by the appointing authority.

Background Investigation: Fingerprinting is required.

Knowledge of

Candidates for this position must have the following working knowledge:

- Cost and fund accounting, principles
- Day to day practices of bookkeeping and accounting principles, practices and procedures
- Knowledge of payroll rules and regulations and payroll processing
- Basic accounting skills, including cost-center accounting
- Modern office procedures
- Journey level of knowledge on Microsoft Office Suite or similar applications
- Knowledge of cash handling procedures and the concept of segregation of duties

Ability To

Candidates must have the ability to:

- Interpret and apply sections of the Trial Court Financial Policies and Procedures, Government Code, Penal Code
- Plan and organize daily work flow to meet demands
- Work independently as well as part of a team

- Create, modify and maintain a variety of spreadsheets and word documents to track all transactions on a shared drive for department viewing
- Perform complex clerical and technical accounting tasks with a high degree of independent judgment
- Establish and maintain financial records and prepare complex forms, statements, records, summaries and reports
- Gather, review and evaluate data and information for compliance with established procedures and controls
- Accurately account for fiscal transactions
- Identify, comprehend and resolve accounting discrepancies.
- Make rapid and accurate arithmetic calculations
- Use sound judgment within the framework of policies, procedures and guidelines.
- Operate standard office equipment including computers and adding machines with speed and accuracy
- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area(s)
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a variety of case management systems including the civil and criminals CMS and the Auditor's financial system

Physical Demands

- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a computer terminal on a regular basis
- Ability to listen to verbal requests from the public and court staff, then respond appropriately
- Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 10 lbs., such as: files, stacks of paper, reference books, and other materials
- Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step-stool
- Standing and sitting for long periods of time is periodically required

Working Conditions

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Essential functions include frequent and ongoing use of a computer terminal to conduct a variety of clerical functions and communications. Incumbent will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high quality work under limited time constraints. Periodic, regular, and/or occasional contact with employees in other court divisions, government agencies, the public and/or vendors that requires the ability to converse and respond appropriately to inquiries and requests. The ability to work independently as well as closely with others is required.

Selection

Only those candidates who submit a completed application packet (**application and resume**) by **5 p.m. on February 5, 2024**, and who meet the minimum qualifications will be invited to participate in the examination process. Candidates who pass the exam process will be certified to an eligibility list from which the hiring manager may select candidates for interview when there is a vacancy. In the event that the Court receives many applications, it reserves the right to limit the size of the applicant pool by selecting only those most qualified for the position.

Compensation and Benefits

The position of *Accounting Technician* is classified as a union represented non-exempt position that is compensated according to the following *bi-weekly (80 hours per pay period)* pay range:

Hourly: \$ 31.98 to \$40.45

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

Application Materials

Applications are available on our website: <http://www.santacruzcourt.org> (by clicking the link for "Employment"). For additional information, please email the Court at hrinfo@santacruzcourt.org or call (831 420-2275). The hearing impaired TDD# is (831 429-5514). Application packets can be emailed to hrinfo@santacruzcourt.org or mailed to the following address:

Superior Court of California, County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, California 95060

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.