

**SANTA CRUZ SUPERIOR COURT**  
**COUNTY OF SANTA CRUZ**



**JOB RECRUITMENT**

**Accountant**

**APPLICATION DEADLINE:**

**June 4, 2021 at 5:00 pm**

**Hourly: \$32.94 to \$41.68**

## About the Position



Under direction, performs professional accounting and fiscal work including establishing and maintaining fiscal records; prepares accounting, statistical and narrative reports; analyzes the need and requirements for improving existing accounting systems and the development of new systems; and, other related duties and responsibilities as required.

## 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 11 judges, one commissioner, and approximately 130 employees, with an annual budget of more than 15 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 Characteristic

The Accountant class is distinguished from Accounting Technician class in that the latter performs journey level technical accounting work. The Accountant may have supervisory responsibilities.

The Accountant class is distinguished from Senior Financial Analyst in that the latter may supervise this class and has a broader range of responsibilities.

Employees in this classification receive limited direction within a broad framework of policies and procedures and may oversee the work of technical and clerical workers.

Assigned duties require the exercise of judgment to choose among possible actions, sometimes without clear precedents. Incumbents perform their work independently with minimal guidance from a member of the court's executive management staff.

### Typical Tasks

Oversees the day-to-day accounting, including balancing, reconciliation, deposits, transfers, adjusting entries, special fund accounting, and general ledger maintenance.

Monitors and evaluates revenue and expenditures relative to budget projections; prepares monthly, quarterly, annual reports; monitors collection and processing of fees from various sources including fines, and forfeitures.

Prepares journal entries to record revenues and expenditures; allocates expenses and revenues to specific budget centers; ensures budget entries are coded correctly; prepares and submits expenditure claims to various government agencies for reimbursement.

Inputs and retrieves financial information from a computer system; analyzes data and prepares various schedules and reports using spreadsheet programs for presentation to court administration.

Conducts basic analytical studies in support of the budget and program functions; makes recommendations and implements approved policies and procedures.

Examines, reconciles, balances and adjusts accounting records; identifies and resolves problems and determines corrective entries.

Prepares or directs the preparation of accounting ledgers, records, and reports for executive management, Judicial Council and other county or state agency.

Collects and analyzes financial information for preparing periodic and ad hoc accounting and financial reports for management and outside agencies.

Participates in the development and implementation of financial management information systems.

Assists with year-end closing of accounting records and the preparation of required year-end financial statements and analysis.

Reviews accounting systems, procedures, and records; recommends and assists in the development and implementation of new or revised accounting systems; analyzes operational procedures to automate manual accounting systems; designs and maintains accounting form.

Oversees/participates in the preparation of the payroll; maintains liaison with contract service providers; monitors contract compliance.

Creates purchase orders in compliance with policies; verifies purchase orders with signed purchase requisitions. Oversees all accounts payable for the court; ensure the terms of contracts are met before authorizing any payments for service; investigates discrepancies and takes corrective action.

Assigns, directs, and reviews the work of lower level accounting staff, and trains staff in work procedures and standards and reviews work in progress or upon completion for compliance with standards.

Assists in compiling budget figures; reviews and reconciles a variety of budget calculations to assure compliance with Court Financial Policies and Procedures; participates in the preparation of the Court budget.

Advises and provides guidance on compliance with new laws, rules and regulations affecting court accounting and fiscal procedures; interprets rules and regulations to determine accounting and auditing requirements for externally funded programs.

### 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.

A Bachelor's degree in accounting, business or closely related field is preferred, but not required.

### Special Requirements and Conditions

**License Requirements:** 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.

### 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.

**Candidates for this position must have the following working knowledge:**

- Generally accepted accounting principles and governmental accounting principles for State or local governments;
- Financial management information systems including general ledger, accounts payable and receivable, and payroll;
- Internal accounting and finance controls;
- Working court trust funds and State Trial Court Funding reporting requirements;
- Laws, rules and regulations pertaining to governmental fiscal operations;
- Principles and practices of public administration including budget development and management;
- Principles of supervision and training;
- Computer applications in governmental accounting.

**Candidates must have the ability to:**

- Analyze financial data, interpret results and prepare financial reports and statements;
- Communicate technical accounting concepts and issues in understandable terminology to non-accountant users of financial reports;
- Communicate clearly both verbally and in writing to a variety of audiences;
- Train staff in accounting principals, practices and procedures;
- Organize assignments, work independently, and adjust for conflicting deadlines;
- Recognize accounting problems or internal control weaknesses, review issues, recommend corrective action, and implement solutions;
- Prioritize tasks to meet departmental deadlines;
- Operate a computer and other related office equipment;
- Compile and analyze data;
- Interpret and explain computer generated financial and accounting reports; understand and apply relevant laws and regulations;
- Make arithmetic calculations with speed and accuracy;
- Write to prepare clear and concise statistical, fiscal and narrative reports;
- Apply accounting principles and procedures to solve operational problems;
- Supervise professional, technical, and clerical employees.

**Working Conditions**

The work environment is generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. A video display terminal is used on a daily basis. 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 June 4, 2021**, 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 applicant pool by selecting only those most qualified for the position.

## Compensation and Benefits

The position of *Accountant* 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:

**\$32.94 to \$41.68/Hourly**

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](mailto: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](mailto: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.