

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: Associate Fiscal Analyst
LOCATION: Sacramento, CA
JOB OPENING #: 6256

OVERVIEW

The Judicial Council of California (JCC) supports California's court system, the largest in the nation, serving a population of more than 39.5 million people— about 12 percent of the total U.S. population. Our mission includes a commitment to providing fair and equal access to justice for all Californians.

The Associate Fiscal Analyst reports directly to the Fiscal Supervisor in the Payroll Financial Services unit. Primary responsibilities include direct support to assigned trial courts with completing day-to-day processing of payroll activities, accounting entries, general ledger account analysis, maintenance, reconciliation, and preparation of payroll-related financial reports. This incumbent is assigned to courts using payroll provider types other than Phoenix HR/Payroll. This position assists the Fiscal Analysts with completing tax-related services (e.g., deposits, etc.) and new hire reporting for the Phoenix HR/Payroll courts.

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 located 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 – for Non-Phoenix system payroll providers (county payroll system, Automated Data Processing, Workday, and Kronos), reconcile and record payroll data for assigned courts, ensuring data accuracy and consistency.
- Format payroll files and reconcile using Excel template.
- Validate data is mapped to the applicable Personnel Services general ledger accounts.
- General Ledger Account Maintenance – monitor, analyze, and reconcile Personnel Services general ledger accounts and related cash accounts, and review trial balances.
- Review general ledger liability and cash accounts, and employee accounts receivables for variances between payroll files, vendor payments, employee collections, and banking entries.
- Research discrepancies and coordinate resolution of variances with trial courts and applicable TCAS units, as necessary.
- Benefit Reconciliation and Vendor Payment – assist trial courts and Fiscal Analyst with preparing benefit and insurance reconciliations and process vendor payments, when necessary.
- Assist trial courts with processing vendor payments and Fiscal Analyst with completing the Third-Party Remittances (TPR) activities for courts using the Phoenix HR/Payroll System.
- Complete employee payment processing and banking services.
- Print and mail employee checks and remuneration statements for courts using the Phoenix HR/Payroll system.
- Payroll Tax Services - assist Fiscal Analyst with completing payroll tax service activities and annual distribution of Employee Wage and Tax Statement (W-2) for trial courts using the Phoenix HR Payroll system.
- Assist and maintaining system accuracy, document business processes, and provide training.
- Validate system test results for changes and enhancements that impact payroll financial data.
- Provide on-going end-user training to trial courts and internal customers.

Other Duties and Responsibilities:

- Attend cross unit meetings.
- Back-up assistant during Phoenix HR Payroll Deployments.
- Complete required training hours – as required by policy.

MINIMUM QUALIFICATIONS

Bachelor's degree, preferably in business, finance, accounting, or a directly related field that would provide the knowledge and skills necessary for the assigned area. An additional four years of professional experience 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

Two years as a Fiscal Services Coordinator working in the procurement or accounting function 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 a Fiscal Services Coordinator in a California Superior Court or California state-level government entity.

Desirable Qualifications:

- Working knowledge of payroll accounting and general ledger account analysis
- Enterprise Resource Planning (ERP) system experience
- Ability to interpret and properly apply payroll rules
- Ability to interact professionally at all levels with internal and external customers
- Exceptional written and verbal communication skills
- Proficiency in using Microsoft Office Suite, specifically Word, Excel, PowerPoint, Teams, and SharePoint

OTHER

Please note, if you are selected for hire, verification of employment 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 cover letter, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **August 5, 2024**.

To complete the online application, please visit www.courts.ca.gov/careers and search for **Job ID# 6256**.

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

\$6,708 - \$9,391 per month

(Starting salary: \$6,708)

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, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of three pages.

1. Please explain why are you interested in the position.
2. Describe your experience working with the Enterprise Resource Planning (ERP) system.