

# JUDICIAL COUNCIL OF CALIFORNIA

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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 Supervisor – General Ledger & Financial Reporting

**LOCATION:** Sacramento or San Francisco, CA

**JOB OPENING #:** 6255

### 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.

Under general direction, the Fiscal Supervisor provides oversight of the daily activities performed in the Trial Court Administrative Services (TCAS) – Shared Services Center (SSC) General Ledger and Reports (GL&R) unit. Primary responsibilities include direct supervision and guidance of staff engaged in the performance of various accounting functions, including preparation of accounting transactions, maintenance of general ledger accounts, review and analysis of general ledger balances, reconciliations, and report analysis and preparation. This position routinely interacts with internal and external stakeholders, trial court staff, and TCAS SSC supervisors to ensure the trial courts' financial and reporting needs are met. Additionally, this position serves as the subject matter expert on fund balance accounting and financial reporting.

### 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 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 located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in person at the Judicial Council's San Francisco or Sacramento office and reside in the areas surrounding these locations. 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**

- Advises the Judicial Council and trial court staff on financial matters; interprets financial requirements contained in the *Trial Courts Financial Policies and Procedures Manual* (TCFPPM), Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) for adherence; advises staff and courts on reporting issues and higher-level accounting questions and responsibilities.
- Prepares fund balance reports to inform managerial decisions related to court finances and Judicial Council financial management; collects data to prepare and submit *Annual Comprehensive Financial Report* (ACFR) and GASB 68 – *Accounting and Financial Reporting for Pensions* to the State Controller's Office and the *Trial Court Trust Fund Revenue, Expenditure, and Fund Balance Constraints* to the State Legislature on behalf of the 58 trial courts; prepares, reviews, and approves ad hoc financial reports such as revenue, expenditures, budget, etc., and presents findings to management as requested.
- Uses the SAP (Phoenix) accounting system to review general ledger accounts for accuracy and compliance with GAAP/GASB/TCFPPM; performs a budget to actuals review; prepares account analysis for accuracy and compliance.
- Collaborates and communicates with other units and divisions within the Judicial Council on the most efficient and effective ways to serve the trial courts; keeps courts informed of any anticipated changes that may affect their financial operations.
- Coordinates, facilitates, and executes fiscal year-end activities; completes fiscal year-end preparation including, but not limited to, document updates, coordination of roles and responsibilities and deadlines, and communicating activities and training schedules; validates and monitors completion of reporting template updates and distribution to all 58 trial courts including *Budget Schedule 1, Fund Balance Cap Calculation, and Open Encumbrance Worksheet*.

### **Other Duties and Responsibilities:**

- Leads bi-weekly staff meetings and attends bi-weekly management meetings.
- Attends training for personal and professional development.
- Participates in projects for Phoenix system enhancements.
- Communicates with court personnel, JCC staff, and State Controller's Office staff regarding accounting and reporting matters.
- Provides subject matter expertise as needed.

### **Supervisory Duties**

- Manages the day-to-day operations of the General Ledger and Reports unit.
- Plans, organizes, reviews, and evaluates the work of staff to ensure business goals are met.
- Recommends selection of staff.
- Trains and develops staff and proposes internal and external training to increase staff knowledge and support career development opportunities.
- Evaluates employee performance and conducts performance reviews; administers discipline as required.
- Reviews and approves time off requests to ensure appropriate coverage for key work functions and time sheets.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree, preferably in business, finance, accounting or directly related field, and five (5) years of professional experience in accounting, finance, budgetary analysis, or contract administration, which includes at least one (1) year of supervisory experience. 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 a master's degree in a directly related field for the assigned discipline such as finance, contract administration or accountancy, and two (2) year of experience as identified above, including one (1) year of previous supervisory experience.

OR

One (1) year as a Senior Fiscal Analyst or other level (C43) class or three (3) years as a Fiscal Analyst or other level (C42) class with the Judicial Council of California or one (1) year of experience performing the duties of a class comparable in the level of responsibility to that of an exempt-level Senior Fiscal Analyst, or three (3) years as an exempt-level Fiscal Analyst, in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

**Desirable Qualifications:**

- Specific experience with Fund and General Ledger Accounting.
- Ability to maintain accurate financial records and prepare accurate and timely reports.
- Strong Microsoft Suite skills – specifically Excel, Planner, and SharePoint.
- Early adopter of new technology.
- Experience collaborating with state and local level control agencies.
- Ability to interact with all stakeholders in a positive and professional manner.
- Excellent written and verbal communication skills.
- Ability to lead, mentor, and inspire a team.
- Demonstrated ability to act independently, with open-mindedness, flexibility, and tact.

**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 9, 2024**.

To complete the online application, please visit [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers) and search for **Job ID# 6255**.

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**

\$8,264 - \$12,394 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, 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. Describe your technical skills and experience with governmental fund accounting, complex accounting functions, general ledger accounting, account analysis, and preparing financial reports. If you do not have governmental fund accounting, please describe your accounting experience.
2. Please describe your approach to building and leading a cohesive and motivated financial analyst team.