

# 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:** Senior Accountant (Senior Fiscal Analyst)  
**LOCATION:** San Francisco or Sacramento  
**JOB OPENING #:** 6257

### 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 Senior Fiscal Analyst works independently with minimal supervision within the General Ledger & Reports unit, supporting the 58 trial courts of California. This position serves as a unit lead and subject matter expert, performing a variety of complex accounting analyses to provide direction, guidance, and oversight to the GL unit staff. The Senior Fiscal Analyst acts as a project lead on implementation projects, statewide reporting, and system issues related to accounting and reporting.

This role involves developing and maintaining key relationships with internal and external stakeholders and working closely with other BAP units, such as purchasing, payroll, accounts payable, trust, and treasury. Additionally, the Senior Fiscal Analyst collaborates with the JCC Budget Services office and maintains daily contact with court staff and financial managers.

The Senior Fiscal Analyst helps establish, implement, and maintain the unit's goals, objectives, procedures, work standards, and internal controls. This position also provides expert accounting advice to court and internal staff and assists the unit's fiscal analysts with complex accounting issues. Recommendations are made based on accounting principles, research, and analysis.

### 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**

- Analyze, review, record, and reconcile court financial transactions. Analyze and review financial-related legislation and draft necessary reports and recommendations. Review guidelines, policies, and procedures to ensure uniformity of accounting.
- Review all balance sheet general ledger accounts. Make recommendations for correcting errors. Follow up to confirm corrections are made.
- Assist trial courts in reviewing and posting financial data into the Phoenix Financial System (Phoenix). Make recommendations, changes, revisions, and approvals.
- Receive journal entries by email from trial courts to review and post to Phoenix.
- Serve as a Subject Matter Expert performing work such as, but not limited to, assisting with implementing goals, objectives, policies, procedures, work standards, and internal controls. Providing advice and consultation to staff and trial courts on complex accounting issues as a subject matter expert.
- Provide input to the GL unit supervisor related to the 58 trial courts' operations or financial information based on knowledge and experience of court accounting and operations.
- Ensure financial reports the fiscal analysts prepare are accurate, timely, and compliant with accounting standards and regulations.
- Review reports prepared for various units to ensure they meet the unit standards and guidelines.
- Oversee and coordinate statewide regular trainings for trial courts on various accounting and Phoenix topics.
- Assist the Fiscal Supervisor with inquiries and research and act as a backup when needed.
- Upload annual trial court budgets into Phoenix.
- Review and upload the budget upload template.

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

- Complete required training hours bi-annually; and
- Attend training sessions for continued professional development.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree, preferably in business, finance, accounting or a directly related field, and four (4) years of professional experience in accounting, financial analysis, budgetary, or contract administration/procurement.

Possession of a bachelor's degree in a directly related field such as accounting, finance, business, etc., may be substituted for one of the years of required 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 master's degree in a directly related field for the assigned discipline such as finance, contract administration or accountancy, and one (1) year of experience as identified above.

OR

One year as a Fiscal Analyst, in the assigned field, with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Fiscal Analyst in a California Superior Court or California state-level government entity.

**Desirable Qualifications:**

- Advance level SAP knowledge.
- Ability to organize, prioritize, and coordinate multiple tasks for the unit to meet assigned deadlines and manage competing demands.
- Ability to provide financial guidance to the organization, the unit and the California trial courts.
- Ability to interpret, apply, and explain applicable laws, codes, regulations, Trial Court Financial Policy and Procedures to stakeholders.
- Ability to review complex financial statements and reports for accuracy.
- Ability to review contracts and agreements, to determine and provide accounting guidance.
- Ability to review a court's trial balance by fund to ensure accuracy.
- Ability to research, compile, review, analyze, calculate, and summarize financial information.
- Ability to review and reconcile the Annual Comprehensive Financial Report (ACFR).
- Ability to utilize SAP Business Warehouse, Excel functions and formulas to prepare analyze data and prepare statewide reports for programs, management and the legislature.
- Ability to communicate complex financial information clearly and concisely in writing.

**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](http://www.courts.ca.gov/careers) and search for **Job ID# 6257**.

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**

\$7,710 - \$11,565 per month  
(Starting salary will be \$7,710 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. Please explain why you are interested in the position.