



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

ACCOUNTING CLERK (Fiscal Services)

(Class Codes 472C)

The Superior Court of California, County of San Francisco, is actively seeking qualified individuals interested in the Accounting Clerk position to perform a variety of bookkeeping and financial record keeping duties, provide financial information and assistance to inquiries concerning an assigned work area, perform general office support assignments, and perform other job-related duties as required.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: 12:00 PM, June 28, 2024

COMPENSATION: \$2,425.93 to \$3,412.96 biweekly (\$63,074 to \$88,737 annually)

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays, and holiday pay.

POSITION OVERVIEW

The Accounting Clerk is responsible for performing routine bookkeeping and financial record keeping operations within complex accounting systems. Incumbents post, adjust and balance entries to ledgers; verify the correctness of accounting documents; respond to inquiries and provide financial information; organize and maintain financial and statistical records; perform operations involving automated accounting systems and spreadsheet programs; and perform other job-related duties as assigned.

Examples of Duties:

- Performs routine bookkeeping and financial record-keeping operations within complex accounting systems to ensure accurate balances and available budgeted funds.
- Posts, adjusts and balances general and subsidiary ledgers by searching out details and resolving numerical imbalances.
- Verifies the correctness of accounting documents by comparing postings to source documents and checking calculations for accuracy.
- Performs complex accounting analysis and financial transaction processing and resolves operating issues.
- Assists in the development and implementation of new operating policies and procedures.
- Prepares and presents basic financial and statistics reports in a clear, concise, and accurate manner.
- Processes cash functions such as balancing cash receipts, making deposits, preparing armored truck pickup, and reviewing cash accounting and procedures to ensure adequate controls and safeguards.
- Reconciles bank statements and revolving fund balances.
- Processes, verifies, and reconciles collection and distribution reports within each case management system.
- Assists in grant accounting activities which include processing, set-up, reconciling and reimbursement reports in accordance with grant requirements.
- Coordinates, prepares, and monitors budget expenditures.
- Performs tasks using software related to accounting, including databases, automated accounting systems, spreadsheets, and word processing.
- Responds to fiscal inquiries, explains financial procedures and assigned area account record keeping requirements to other staff and the public.
- Performs job-related projects as assigned by supervisor.

Work is performed in an office environment, continuous contact with other staff and the public. May require travel within the state and county to establish and maintain contacts with other Court Collections Programs and various governmental agencies.

Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

REQUIRED QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of full-time work experience in processing financial and accounting matters (e.g., cost records, deposits, expenditures, allocations), bookkeeping and/or financial record keeping. Such experience should include verifying correctness of financial documents, maintaining expenditure records and reconciling subsidiary accounts and any discrepancies or variances.

DESIRABLE QUALIFICATIONS

College credits in accounting from an accredited college or university, in addition to the work experience required above, are preferred.

Knowledge of:

- Basic generally accepted accounting principles (GAAP) and principles of internal control; applying the terminology and procedures involved in performing governmental accounting functions.
- Laws, rules, and regulations applicable to governmental accounting, audit, finance, and grants.
- Financial record keeping and elementary accounting methods such as posting, adjusting, balancing, reconciling and single-entry bookkeeping.
- Maintenance of electronic and hard copy files and information retrieval systems.
- Computerized financial information systems used by the Court and Microsoft Office software applications (e.g., Excel).

Ability to:

- Analyze financial record keeping problems and suggest corrective actions.
- Prepare and analyze financial and statistical reports.
- Apply accounting principles to a complex accounting system.
- Communicate effectively both orally and in writing.
- Organize, prioritize, and coordinate job assignments to meet critical deadlines.
- Establish standard operating procedures (SOPs) in the assigned areas.
- Read, understand, and interpret codes, statutes, and information related to financial and statistical record keeping work and Court fiscal record keeping requirements.
- Gather and organize data and information.
- Make mathematical calculations accurately to arrive at correct balances when working on accounting matters such as cost records, deposits, expenditures, allocations, taxes and penalties.
- Perform revenue and expense cost analysis and projection reports using spreadsheet programs such as Excel.
- Work with computerized financial and other information systems, and use a computer for financial and statistical record keeping work.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>. (Applications may also be submitted on [Indeed.com](https://www.indeed.com))
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

Applicants will be required to respond to the four items listed below when completing the online application. Responses to each item will be limited to 4,000 characters, approximately the equivalent of what would fit on one 8 ½ x 11 page—even though the system allows space for a longer response. Applicants are encouraged to draft responses to the four items within the character limit prior to beginning the online application process.

1. Describe your accounting and statistical record keeping work experience that has specifically included the following: processing accounting matters, bookkeeping and/or financial record keeping, verifying correctness of financial documents, maintaining expenditure records, and reconciling subsidiary accounts. (Specify your role in the specific work situation you cite, state your employer at the time the example occurred, provide approximate dates of the work experience and your job title at the time, and indicate the percentage of the outcome of the project or program for which you claim responsibility.)
2. From your work experience, describe your most complex fiscal or accounting analysis using Excel. Describe any challenges you faced while performing this work. (Specify your role in the specific work situation you cite, state your employer at the time the example occurred, provide approximate dates of the work experience and your job title at the time, and indicate the percentage of the outcome of the project or program for which you claim responsibility.)
3. Describe a specific example of your work experience that best demonstrates your ability to use good public relations techniques, and to deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where you are/were assigned. (Specify your role in the specific work situation you cite, state your employer at the time the example occurred, provide approximate dates of the work experience and your job title at the time, and indicate the percentage of the outcome of the project or program for which you claim responsibility.)
4. Provide a list of college courses you completed in accounting, specifying the name and location of the college or university, the number of credits and whether the credits were semester or quarter credits, and the date(s) completed.

The preparation of the online application, including the resume, statement of qualifications and responses to the 4 items, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted. **All applications must be submitted by the final filing date and time indicated in this announcement.**

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview & Skills Exercise:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. Applicants may also be required to participate in a skills exercise related to job factors. If interviews and the skills exercise are scheduled, it is anticipated that they will be conducted in July 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number, and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.

*This announcement and the online application are available at
<https://sf.courts.ca.gov/general-information/human-resourcesemployment>.*