



### **Finance Specialist**

**Resumes in lieu of the application form will not be considered.  
Documents received after the closing date will not be considered.  
This Position is Unrepresented and At Will**

**Closing Date: April 14, 2023**

**Annual Salary Range: \$58,745 - \$70,796**

**Definition:** Under limited supervision, this technical level position performs difficult, complex, and specialized finance data and statistical recordkeeping work and/or reviews and records and recommends improvements and changes to established procedure to streamline productivity. This classification is confidential and at will.

### **Essential Duty Sample (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY**

**FUNCTIONS** Maintain complex financial and statistical records by posting transactions to journals and ledgers; adjust accounts according to established procedures; Prepare a variety of detailed accounting and statistical reports; maintains finance records by computing, allocating and posting costs to various accounts; review and reconcile accounting and other financial data. Compile and prepare established periodic and ad hoc accounting and statistical reports utilizing computers and related software by gathering information from SAP, ADP payroll reports and eCourt. Compute court financial obligations, and collect and verify supporting documentation and approvals for payables according to pre-established procedures from Court Financial Officer and JCC. Prepare accounting systems documents (e.g. vouchers, encumbrances, warrants, transfers, and checks) for approval and distribution according to due dates and payables schedule. Audit financial accounts and validate expenditure claims; track and monitor compliance with budgets, contracts, purchase orders, bank and credit accounts and grants. Conduct regularly scheduled and year-end closing of account ledgers and books. Maintains records for trust fund, surety bonds, property bonds, claims and miscellaneous revenue and records; verifies forms required to post real property in lieu of cash bail; prepares disbursements; verifies amount of refund requested with amount ordered by the Court; generates refund checks; enters data for refunds and returned checks. Projects financial needs based on past or projected expenditures, salaries, wages and operating costs; provides accounting and statistical reports for budget purposes and negotiations with labor organizations; assists administrative personnel in analyzing statistical and financial data and in preparing reports; provides information by searching for and abstracting specialized or technical data; Review major grant programs for compliance with fiscal contract regulations by periodic review of contract stipulations for grant programs. Participates in the development of purchase orders, tracking and documentation maintenance required for purchasing contracts; assists court departments with purchasing procedures and protocol; Contributes in the more complex preparation, distribution, reviewing, and preparing recommendations, for Requests for Proposal bidding; assists with research on vendor information and monitoring purchasing contracts. Recommends finance practices and procedures. Receive revenue payments and maintain accurate records of monies received by assigned to appropriate receivables account. Answer financial inquiries from the public or court staff or other stakeholders that come via telephone, written correspondence and email. Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities. Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public. Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Education / Experience:**

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying.

Typical ways to obtain the knowledge, skills, and abilities would be:

AA/AS in accounting or an accounting certification or equivalent AND six years of accounting / financial systems work experience

**OR** an AA/AS in accounting or an accounting certification or equivalent AND four years' experience as a Finance Technician II.

**Knowledge, Skills and Abilities:** Perform difficult bookkeeping work including preparing and reconciling financial reports, computing tax corrections and making adjusting and closing entries. Use computers and other related automated equipment. Use ten-key calculators in computation of data. Read, interpret and analyze financial and fiscal documents, accounts and records. Define problems, research and collect information, establish facts and develop appropriate conclusions. Add, subtract, multiply and divide whole numbers, decimals, fractions and percentages. Record information legibly and with technical accuracy. Proofread for spelling, number and typing errors. Alphabetize, file and maintain various financial and fiscal records. Prepare financial documents for payment. Retain and recall factual information. Follow complex verbal and written instructions. Communicate with people of various educational and socioeconomic backgrounds. Be patient, tactful and courteous with others. Convey written and verbal instructions clearly and concisely. Prioritize workload to meet departmental deadlines. Knowledge of laws and regulations effecting Court fiscal operations; Court fiscal and encumbrance procedures. Intermediate level proficiency with Microsoft Excel. Skill/Ability to type 45 words per minute. Read and interpret technical material such as legal documents and computer printouts. Make complex adjusting and closing entries.

# EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

**Equal Opportunity Employer:** The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.

## THE EMPLOYMENT PROCESS

**Application:** Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

**Examination:** Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

**Exam Accommodation:** Disabled applicants who require special testing arrangements must contact the Human Resources Department.

**Employment List:** Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

**Appointment:** The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

**Probationary Period:** Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

**Condition of Employment:** Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

**Driver's License:** For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

**Immigration Law:** Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

**Drug Free Work Place:** The Court is a drug-free workplace and has a comprehensive substance abuse policy.

## COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

## EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

**Vacation:** 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years; 300 hour accrual limitation.

**Holidays:** 14 holidays + 2 floating holidays per year.

**Sick Leave:** 12 days annually with unlimited accumulation.

**Insurance:** A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

**Retirement:** The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

**Other Benefits:** Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

Call our Job Information Line (559) 730-5000 option 8, option 2;

Email us at [courtHR@tulare.courts.ca.gov](mailto:courtHR@tulare.courts.ca.gov) or Visit our website at <http://www.tularesuperiorcourt.ca.gov/>