



**The Superior Court of California, County of Butte**  
**Human Resources Department**  
**One Court Street, Oroville, CA 95965**  
**Phone: (530) 532-7103  Fax: (530) 532-7291**  
**[www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)**

**Invites Applications for the following position:**

**ACCOUNTANT**  
**(Full-time, at-will position)**

**Monthly Salary Range: \$3,439 to \$4,181\***

Advance placement within the range possible with prior California trial court experience

\*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and an additional 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

**Filing Period: Saturday, August 31<sup>st</sup>, 2013 thru Friday, September 20<sup>th</sup>, 2013**

**Position:**

Under general supervision, this at-will, confidential, non-exempt position performs professional accounting work related to the preparation, maintenance, verification and reconciliation of accounting and financial transactions; participates in the analysis, development and implementation of accounting and financial procedures and systems.

**Distinguishing Characteristics:**

This is a journey level position. Incumbent will be expected to perform routine, non-complex professional level accounting and budget functions and may provide limited lead direction to subordinate technical and clerical accounting staff. This position is distinguished from the higher level Fiscal Analyst classification in that it does not directly supervise staff and does not perform the more difficult and complex accounting and fiscal duties of the Accounting division.

**Representative duties:** (the following list of is a representative summary of major duties and responsibilities)

- Performs the day-to-day, monthly, quarterly and annual accounting tasks including balancing, reconciliation, deposits, transfers, adjusting entries, and the preparation of accounting systems documents (e.g. vouchers, encumbrances, warrants, purchase orders, checks, fund transfers, journal entries, etc.) for approval, distribution and adherence to established fiscal controls.
- Participates in preparation of monthly, quarterly, and annual financial statements and General Ledger maintenance.
- Assists with fiscal information exchange between the Accounting Division and other court divisions and between external agencies.
- Assists court management in budget preparation which includes wage and benefit and other operating expense forecasting.
- Participates in the development of accounting systems, policies, procedures and standards.
- Assists court management in preparing labor negotiations proposals and costing out of labor negotiation proposals received from recognized employee organizations.
- Performs grant accounting functions such as billing report preparation, and reconciliations and the monitoring of expenditures, reimbursements, and cash flow.
- Monitors compliance with Generally Accepted Accounting Principles (GAAP) and State and Local fiscal policies and procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, transactions, documents, and reports.
- Routinely cross-trains in court payroll preparation and all associated duties, tax reporting, journal entries and state and federal compliance.
- Performs trust accounting functions including monitoring disbursements and reconciling funds.
- Performs fiscal adjustments to the court's case management system.
- Utilize a computer in daily work.
- Attend meetings, seminars and workshops, which may include overnight travel.
- Performs other related duties as assigned.
- Safeguards sensitive and confidential information and adheres to the confidentiality standards of the Privacy Act of 1974, {U.S.C. §552A}.

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

## **Minimum Qualifications:**

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

## **Experience and Education:**

- Typical qualifying education would be the completion of a bachelor's degree in accounting, finance, business administration, economics or a closely related field and three (3) years of responsible professional work experience in accounting or auditing; OR Associates Degree in Business, Finance, Accounting or closely related field and seven (7) years of responsible professional work experience in accounting or auditing. Work experience in a governmental agency highly desirable.

**Pre-employment Policies and Other Requirements:** All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Possession of a valid California driver's license may be required, if applicable to the job.

## **Salary and Benefits Package:**

Salary range consists of 5 steps with approximately 5% between each. Annual performance reviews are given which may advance the employee through the steps.

### **Benefits:**

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10 and 15 years of service
- Membership in (CalPERS) Retirement System (**Court contributes 3.5% of salary for employee's share**)  
Employees are vested after 5 years of F/T service and may retire at age 55 with a 2% benefit
- Choice of 3 CalPERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000 coverage); employee can purchase additional voluntary coverage
- ICMA Deferred Compensation Plan available
- Employee Assistance Program

**Application and Selection Procedures:** An application may be obtained by visiting the court's website at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov) or contacting Butte County Superior Court, One Court Street, Oroville, CA 95965; 530-532-7103. **NOTE: Applicants must submit an original signed Superior Court Employment Application along with the required supplemental questionnaire to the Superior Court Human Resources Office by the final filing deadline. Both documents must be submitted before the application deadline or your application packet will be considered incomplete.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date.

### **Policy of Nondiscrimination**

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

# ACCOUNTANT SUPPLEMENTAL QUESTIONNAIRE

***Instructions:*** Please answer the following four (4) questions on **separate paper**. Answers must be legibly hand written in blue or black ink or typed. Please include your name and date on the top of each page submitted. The completed questionnaire **must** be submitted with your Butte Superior Court employment application to be considered for the position.

1. Describe *in detail* your general ledger work experience related to accounting in the listed areas below. Also include the number of years of experience for each item listed.
  - a. Name/Type of accounting software used
  - b. Types of accounts reconciled
  - c. Types of funds reconciled (applicable to government and non-profit sectors)
  - d. Experience in preparing journal entries
  
2. Describe your experience *in detail* in performing and/or overseeing payroll functions. Include in your response the number of paid employees, the software used, and the number of years of experience.
  
3. Describe *in detail* your work experience in grants. Include in your response the grant award amount(s), the number of years work experience, and information on the following areas:
  - a. Working with program managers
  - b. Billing grants
  - c. Monitoring cash flow
  - d. Reconciling grant funds and performing adjusting entries
  - e. Ensuring compliance with financial requirements of the grant
  
4. Describe your experience *in detail* with preparing and monitoring budgets. Include in your response the number of years of experience.