



Superior Court of California, County of Butte
One Court Street, Oroville, CA 95965
Phone: (530) 532-7013  Fax (530) 538-8567
www.buttecourt.ca.gov

Invites Applications for the position of:

ACCOUNTING SPECIALIST

Hourly Salary Range: \$14.57- \$17.71

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

Filing Period: 8-2-2014 through 8-22-2014

Position: Independently performs complex, highly responsible, clerical and technical accounting duties; prepares and maintains financial and accounting records; and performs related duties as assigned.

Representative Duties: (The following lists of duties are typical of those performed by the incumbent in this classification; not all duties are necessarily performed by each incumbent and other duties may also be required)

- Maintains assigned financial records
- Prepares financial statements, statistical reports, and balance sheets.
- Analyzes and reconciles accounts.
- Reviews budgetary control accounts and prepares budget estimates.
- Assists in the implementation of accounting procedures, records, and systems.
- Prepares a variety of accounting and statistical reports.
- May verify fiscal documents.
- May prepare transfers of appropriations.
- Directs work performed by clerical staff.

Knowledge of:

- Purposes, methods, and practices of financial record keeping, accounting, and budgeting.
- Accounting and auditing principles, practices, and procedures.
- Modern office methods and procedures.
- Functions of Butte Superior Court and relevant statutes and regulations governing operation of the Courts.

Ability to:

- Prepare accurate financial summaries and reports.
- Perform highly complex accounting and clerical work.
- Make arithmetic calculations quickly and accurately.
- Maintain complex records and analyze data.
- Skillfully operate calculating and other accounting and fiscal record keeping machinery.
- Work cooperatively with those contacted in the course of work.

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

One year of experience in a Senior Level Accounting position within a governmental agency; OR three years of responsible financial record keeping experience.

DESIRABLE SKILLS:

The ideal candidate will be **detail-oriented and able to work independently**. The court prefers a candidate who has an **excellent working knowledge of accounts payable, procurement and general ledger**. Additionally, the ideal candidate will be **proficient in EXCEL and Microsoft Word and must be able to compile and analyze data**. It is also desirable that the candidate have **some college level coursework in accounting or business applications**.

Special Requirements:

May be required to possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.

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).

This position requires, as a condition of continued employment, that they either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

Salary and Benefits Package:

Salary range consists of five steps with approximately a 5% difference between each step. Annual performance reviews are conducted 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.
- Choice of 4 CalPERS Health Insurance Plans
- Dental & Vision Plans
- Basic Life Insurance provided by the Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- Deferred Compensation Plan
- Employee Assistance Program

HOW TO APPLY:

An application may be obtained by visiting the Court's website at www.buttecourt.ca.gov or contacting the Superior Court, County of Butte, main courthouse located at One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Employment Application to the Human Resources Office by the final filing deadline.** 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 Qualifications as listed in the job description. All information on the application must be complete 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 the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and 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, religious creed, age, sexual orientation, 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.

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.