



THE GLENN COUNTY SUPERIOR COURT
An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to
Apply

HAS A JOB OPPORTUNITY FOR

COURT ACCOUNTANT

SALARY RANGE: \$3,248.27 - \$3,946.80 Monthly (Plus 5% for confidential pay).

FINAL FILING DATE: An official Superior Court Application, Answers to the Supplemental Application and resume must be received in the Glenn County Personnel Department by **12:00 p.m., Noon, Friday, February 11, 2011.**

THE POSITION

The Glenn County Superior Court of California is recruiting to fill one regular full-time Court Accountant position at the Glenn County Superior Court in Willows. The individual appointed to this position will perform professional accounting work in the recording and reporting of financial transactions; assist in the development and monitoring of the court's budget; prepare financial statements and reports and assist with personnel and payroll transactions. This position is scheduled for forty (40) hours per week, Monday through Friday. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Participate in the review, development and implementation of accounting systems and procedures; prepare reports on accounting activities relating to funds, grants and programs; prepare journal entries; prepare various financial statements including worksheets, balance sheets, income statements, statements of cash flows, adjusting and closing balance sheets and depreciation schedules; monitor the status of various grants including analyzing the availability of funds, reviewing expenditures and ensuring that activities are in compliance with grant regulations; maintain the budget for a variety of projects; review supplies and equipment purchases; participate in budget development; prepare cost estimates for budget recommendation; coordinate the receipt and payment of accounts receivable and accounts payable; answer questions and provide information to the public; assist auditors as needed; and process payroll records and documentation; process personnel related documents; and maintain personnel records, salary schedules and other pertinent personnel materials.

QUALIFICATIONS

Knowledge of: Intermediate principles, practices and theories of accounting; organizational policies and operating procedures' public sector budgeting procedures and techniques; basic principles, practices and terminology of procurement, personnel management and general administrative functions; desktop computers and software applications including Excel, Word and Outlook, an automated payroll system (e.g., ADP), and an integrated accounting (e.g., SAP); modern office methods and procedures; proper English usage and grammar, tabulating and posting data, basic business writing, fiscal policies, procedures and practices of the court; pertinent codes, laws, regulations and guidelines related to public agencies responsible for administrative functions; and court personnel practices and procedures.

Ability to: Perform professional accounting work; accurately post transactions and reconcile accounts; tabulate and post data and perform accounting clerical work; skillfully operate calculating and other accounting and fiscal record keeping equipment; communicate clearly, understand and follow through with written and verbal instructions, establish and maintain effective working relationships with court employees and the general public; prepare, analyze, and compile data and reports; understand and carry out a variety of oral and written instructions in an independent manner; organize and prioritize a variety of tasks in an effective and timely manner; process complex journal entries and other related tasks; communicate clearly and effectively with co-workers, vendors, contractors and state and local agencies; act as a lead worker demonstrating effective training techniques, leadership skills and good judgment, and interpret and explain policies and procedures.

EXPERIENCE AND TRAINING

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Requires a minimum of three (3) years of professional accounting experience. Public agency accounting experience is highly desirable.

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SELECTION PROCESS: The selection process will consist of an application evaluation, written exam, oral exam, fingerprinting, and drug screen. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employees - Temporary (no benefits).

IMPORTANT: If you need accommodation in the examination/interview process, please contact the Glenn County Superior Court at (530) 934-6382 at least five (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed, stamped envelope.**

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS CA 95988
TELEPHONE (530) 934-6451
FAX (530) 934-6452 or 934-6457
TDD--No Voice (530) 934-6444
Website www.countyofglenn.net

1/26/11

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The Glenn County Superior Court has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure Glenn County Superior Court applications, Supplemental Application and resume are received at the Glenn County Personnel Office by 12:00 p.m., Noon, Friday, February 11, 2011

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: The Glenn County Superior Court does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The Superior Court pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated Clearing House.

HOLIDAYS: 13 paid holidays per year as determined by the Judicial Council.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The Superior Court makes available to employees and their dependents a health, dental and a vision program. The Superior Court pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. The Court pays the 8% Employee contribution to CalPERS for a 2.5% at 55 pension benefit.

VACATION: 0-2 years – 11 days; 3-11 years – 16 days; 11-19 years – 21 days; after 19 full years – 26 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

Court Accountant Supplemental Application

This supplemental application, the regular court application, a résumé and other required documents will be the basis for a competitive evaluation of qualifications. A résumé will **not** substitute for the responses to this application.

On a separate sheet(s) of paper, please type or print your responses to the items listed below. Be concise and specific. **Please print your name, sign and date EACH page.**

1. Describe in detail the scope and extent of your professional accounting experience as it relates to the job duties outlined on the vacancy announcement for this position.
2. List your accounting education and/or training including professional certifications and formal education.
3. This position is required to use the following systems and software. Please describe your level of proficiency with each and indicate how you have used them for accounting related responsibilities:
 - a. Microsoft Office Programs including Excel, Word and Outlook.
 - b. Payroll using ADP
 - c. SAP or other integrated accounting software system
4. Describe your experience performing reconciliations. Please include the types of reconciliations and your specific duties associated with the process.
5. Describe your experience, if any, with the accounting practices and procedures of trial courts or other public sector environments.