



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION & SUPPLEMENTAL QUESTIONNAIRE

CHIEF FINANCIAL OFFICER

Monthly Salary: \$6272 - \$7632

The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.

Final Filing Date: Until position is filled

THE POSITION

Under the direction of the Court Executive Officer, the incumbent plans, organizes the fiscal, accounting, budget preparation/cash flow accounting, and collection activities of the Superior Court; and performs related duties as required. This position serves at the will of the Court Executive Officer.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES:

- Assist the Court Executive Officer in planning, organizing, and implementing the fiscal, accounting, budget preparation, purchasing and collection activities of the court.
- Reviews accounting reporters to assure conformance with revenue expectations and expenditure plans; provides cost-benefit analyses; projects cash flow, and maintains and prepares analyses; prepares quarterly, mid-year, and annual year-end budget projections for management.
- Monitors the Court's fiscal condition, on an on-going basis, recommending and taking corrective action for budget variances; preparing long-range projections and fiscal plans to support effective court operations.
- Provide oversight for activities involving the collection and distribution of court fines, fees and forfeitures. Ensures that cases management system revenue distribution meet requirements.
- Reviews, interprets and analyzes new legislation to determine effects on operations and programs. Ensures compliance with all applicable rules, regulations, standards, policies and procedures; makes recommendations to the Court Executive Officer that insures the Court policy promotes sound internal controls.
- Prepares and implements fiscal policies and procedures consistent with state guidelines.
- Drafts and negotiates, directly or through subordinate staff, contracts or grant applications; monitors contracts for compliance with financial terms; interprets contract terms in accordance with the Judicial Branch Contracting Manual.
- Participates in the negotiation process of Memorandum of Understandings in collective bargaining negotiations with various bargaining units.
- Conducts and/or supervisors periodic internal and external audits of court fiscal operations, preparing reports for the Court Executive Officer and state and local government, as required.

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Superior Court, County of Madera, Chief Financial Officer Job Announcement (cont)

- Performs supervisory duties, including hiring and training staff, assigning work, conducting performance evaluations, participating in disciplinary actions and resolving employee grievances.
- Represents the court in meetings involving court, county and state administration, prepares and presents complex financial reports and information.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Accounting principles, theories and procedures; governmental budgeting and financial operations.
- Basic principles, practices, and standards of auditing.
- Laws and rules regulating and influencing fiscal operations.
- Principles of leadership, management and supervision.
- Generally accepted auditing standards and general accepted accounting principles (GAAS, GAAP, GAS) and financial statement production and other managerial reports.
- Automated fiscal management systems and spreadsheet software.

Ability to:

- Plan and organize complex accounting and collections programs.
- Understand and apply legal and administrative concepts to fiscal functions.
- Analyze and evaluate statistical data and reports related to court management.
- Conduct and direct analysis of complex administrative and budgetary issues, rules and regulations, and facilitate effective resolutions.
- Analyze problems, identify alternative solutions and implement recommendations in support of Court goals.
- Effectively represent the Court in handling fiscal matters with outside agencies.
- Interpret, apply, and explain Court policies and state and federal legislation related to court operations.
- Prepare clear and concise correspondence and reports.
- Direct, supervise, train and evaluate the work of staff.
- Establish, maintain and foster positive, effective and harmonious working relationships with those contacted in the course of work.

OTHER JOB RELATED DUTIES:

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Experience: Requires four years of increasingly responsible accounting and budgetary experience in a public or governmental agency, with one year in a management or supervisory role.

Education: Requires a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration or related field.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment and some ability to travel to different sites and locations.

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LICENSE OR CERTIFICATE:

Possession of a valid California driver's license.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS: A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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APPLICATION PROCESS:

Please review the Application Guidelines for requirements. The application and the supplemental questionnaire are required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. An application and supplemental questionnaire may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are:

Monday - Friday, 8:00 am – 5:00 pm

MAILED APPLICATIONS:

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

Madera Superior Court
Human Resources Division
209 West Yosemite Avenue, Madera, Ca 93637

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Revised: February 6, 2015

