



Finance Technician I

Resumes in lieu of the application form will not be considered. Documents received after the closing date will not be considered.

Closing Date: March 23, 2022

Annual Salary Range: \$46,658 – \$56,116

Definition : Under general supervision, this technical level position reviews and records accounting and financial data within established systems and procedures.

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

Maintains financial and related records by posting transactions to journals and ledgers; adjusts accounts according to established procedures; reviews and reconciles accounting data; Compiles and prepares established periodic and ad hoc accounting and statistical reports; Computes obligations, and collects and verifies supporting documentation and approvals for payables; Prepares accounting systems documents (e.g. vouchers, encumbrances, warrants, transfers, and checks) for approval and distribution; Audits financial accounts and validates expenditure claims; Tracks and monitors compliance with budgets, contracts, and grants; Conducts regularly scheduled and year-end closing of accounts and grants; Receives revenue payments and maintains accurate records of monies received; Assists with the development of purchase orders, tracking and documentation maintenance required for purchasing contracts; assists court departments with purchasing procedures and protocol; Assists with preparation, distribution, reviewing ,and preparing recommendations for Request for Proposal bidding; assist with the research on vendor information and monitoring purchasing contracts. Answers financial inquiries from the public or court staff; Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities.

EMPLOYMENT STANDARDS

Education / Experience: *Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying.* AA/AS in accounting or an accounting certification or equivalent AND two years of increasingly responsible accounting and/or bookkeeping experience OR education equivalent to a high school diploma with significant college level coursework in accounting and/or bookkeeping AND three years experience as an account clerk or working in accounting and or bookkeeping.

Knowledge, Skills and Abilities:

Procedures to receive and disburse funds; Double and single entry bookkeeping methods. Methods and procedures used in financial and statistical electronic and manual ledger systems. Laws and regulations effecting Court fiscal operations; Bookkeeping terminology. United States monetary system. Numerical and alphabetical filing systems.

Skill/Ability to: 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. 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.

License: Possession of, or ability to, obtain a CA Drivers License

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.

Special Notice: Candidates selected as full-time employees for positions in this classification, as a condition of employment, must join the union and authorize a union dues deduction, or salary deduction of appropriate fee.

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: 13 holidays per year + 2 floating holidays.

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**

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