

Superior Court of California, County of Yuba

Court Fiscal Manager

Classification Code		FLSA Status	EEO Status	Represented/Unrepresented	Date Created/Revised	
Court Code:	UMC Code: 3001a	Exempt	Professional 13 (2011-Accountants/Auditors)	Confidential - Unrepresented	Created: August 1, 2018	Revised:

CLASSIFICATION DEFINITION: Under limited direction and supervision of the court executive officer (CEO), the incumbent assigned to this position organizes and directs the financial resources of the court, and is responsible for performing specialized and complex budget and accounting work. The majority of assigned duties require a comprehensive understanding of court-related budget and accounting systems, and the ability to apply accounting policies and procedures that facilitate effective fiscal control and analysis. Incumbents are expected to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS: The Court Fiscal Manager classification is a single-person position class with management and oversight responsibilities over one or more administrative programs/functions and/or units including all court financial functions. This class is distinguished from the fiscal analyst class in that the former has broad supervisory and management responsibility for all fiscal and budget areas while the latter performs fiscal accounting work with no management responsibilities or subordinate staff.

ESSENTIAL FUNCTIONS AND RELATED TASKS: *The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Oversees the activities of the assigned administrative program/functions and/or units including Fiscal Services Division; supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.
- Prepares strategic and tactical plans for the analysis, design, construction, implementation and maintenance of all programs and systems in assigned areas.
- Provides general project management support in assigned areas.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures compliance with all applicable rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.
- Analyzes and presents a wide variety of financial results including annual budget presentations, mid-year budget presentation, monthly status reports, project status reports, audit reports and related correspondence.
- Performs analysis of cash flow and financial position.
- Prepares and submits the annual budgets for final approval; submits financial reports to peers and staff members; provides financial analysis and the potential impact of requested expenditures.
- Participates in the negotiation process to negotiate acceptable contractual agreements.
- Oversees the processing of all financial transactions; authorizes related funds.
- Provides financial data and analysis in support of strategic planning and the achievement of goals and objectives.

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- Receives and reviews a wide variety of documentation to include state financial reports, court financial reports, state working group reports and related information.

Additional Functions

- Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed. Performs other related duties as required.

MINIMUM QUALIFYING EDUCATION, TRAINING, AND WORK EXPERIENCE:

The position requires a Bachelor's degree in Finance, Accounting, Information Technology, Business Administration or related field with three (3) years' experience in finance, preferably with a trial court, appellate court, or Judicial Council of California. May require specialized certifications and/or training as deemed necessary.

OR

Master's degree or certificate in Finance, Business or Public Administration, Accounting, or related field which may be substituted for a non-business related Bachelor's degree.

Related experience and training accrued while working in a court setting or a California state department is preferred. Work experience and training can be accrued in private and public sector environments. Work experience and training must have involved responsibility for assisting with the management of an employer's budget and managing, controlling, and tracking fiscal activities.

Note: The Court reserves the right to make final assessment and approval of education and work experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possession of knowledge, skills, and abilities gained as a result of work experience, education, and/or training in fiscal and/or budget management, including tracking and reporting
- Possession of knowledge of JCC financial policies and procedures
- Possession of knowledge, skills, and ability to multi-task, work independently, under pressure of deadlines, and with minimal supervision and direction
- Knowledge and possession of supervisory skills and abilities to manage the activities of assigned subordinate personnel
- Knowledge and possession of accounting and related mathematical principles, procedures, and terminology
- Knowledge of legalities governing revenue and expenditures
- Knowledge and possession of computer operation skills, including spreadsheet, project management, and word processing programs

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- Knowledge and possession of strong verbal and written communication skills and abilities
- Knowledge and possession of excellent interpersonal skills and abilities
- Knowledge and possession of good organizational skills and abilities
- Knowledge and possession of and familiarity with applicable state and federal regulations

LICENSE REQUIREMENTS: Must possess and maintain a valid California driver's license or the ability to obtain and maintain alternate modes of transportation, which meet the travel and other job-related requirements of this position.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS ARE PERFORMED WITHIN THE FOLLOW WORK ENVIRONMENT AND INVOLVES THE FOLLOWING PHYSICAL ACTIVITY: Must be able to work in close proximity to others and to function in an environment with a noise level that is typical of court surroundings. Intermittently, and on occasion continuously, throughout the day required to sit and look at computer screen; operate office machinery such as a calculator; keyboard data into case management system and financial management system, typewriter, scanner, copier, fax, and printer; speak on a telephone; bend, squat, kneel, and reach above and below shoulders to move or manipulate supplies; and, climb up and down stairs as necessary; lift, move, carry and otherwise manipulate files, papers, and supplies weighing up to 30 pounds.

REASONABLE ACCOMMODATION: If you need reasonable accommodation to participate in recruitment activities or to perform the essential functions of this position, please contact the court's Human Resources Department representative.

The Superior Court of California, County of Yuba is an equal opportunity employer.