



## The Superior Court of California, County of Sierra

Is accepting applications for the position of:

### **Accountant II**

(Full-time, regular employee position)

This position performs and participates in the maintenance, analysis, development and implementation of accounting, procurement, auditing, payroll reporting, and related financial procedures and systems and may provide direction and training to technical and clerical staff as a part of a collaborative team. The current position is located in Downieville, CA, at the Sierra County Courthouse. The Court offers a generous compensation and benefits package, including opportunities for a remote or hybrid work schedule.

### **Application Deadline: Open until filled**

**Monthly Salary Range: \$5,751.57 (\$33.1821 / hour) - \$6,991.07 (\$40.3331 / hour)**

**To Apply:** Submit a completed, **signed original Court Application** form to the address below.

Application packets are available at the address below or on the court's website at <http://sierra.courts.ca.gov>.

**Superior Court of California, County of Sierra**

**Mailing Address: P.O. Box 476**

**Physical Location: 100 Courthouse Square**

**Downieville, CA 95936**

**(530) 289-3698**

**[E-mail: superiorcourt@sierracourt.org](mailto:superiorcourt@sierracourt.org)**

### **Essential Functions:**

Under direction of the Court Executive Officer, the Court Accountant performs a variety of professional accounting and/or auditing duties related to the preparation, maintenance, verification, and reconciliation of accounting and financial records.

This is the advanced level of the Accountant series. Incumbents perform professional level accounting functions and may give direction to technical and clerical staff. This class is distinguished from the lower-level Senior Accountant class in that this class may mentor, train, and assign work of accounting staff and/or perform more difficult and complex duties.

### **Minimum Qualifications:**

Any combination of training and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be graduation from an accredited college or university

with a degree in accounting, finance, business, or public administration and two years of full-time professional accounting, auditing experience or administrative experience with included significant accounting and fiscal work. Additional qualifying work experience may substitute for the required education on a year-for-year basis. One year of full-time additional qualifying work will be considered equivalent to 30 semester units / 45 quarter units.

### **Knowledge of:**

- Accounting theory, principles, and practices and their application to a wide variety of accounting transactions and problems with a particular reference to governmental accounting.
- Preparation and analysis of financial reports and statements.
- Financial management and review of general ledger, accounts payable, accounts receivable and payroll.
- Automated accounting and finance programs, Microsoft Office programs including Excel and Word.
- Government or fund accounting highly desirable.

### **Ability to:**

- Interpret and apply rules, regulations, and procedures in an accurate and thorough manner.
- Maintain and reconcile financial records; analyze and review financial operations including accounts payable, accounts receivable, payroll and fine and fee revenue distribution process.
- Apply general accounting principles and practices to assist in budget development and administration auditing, procurement, financial grant administration.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Analyze, identify, and correct discrepancies or errors in financial or statistical documents.
- Exercise good judgment and technical expertise in performing assigned duties independently.
- Establish and maintain effective working relationships with the public, co-workers, and local and state government agencies.
- Communicate effectively orally and in writing.
- Operate all standard office equipment and programs, such as personal computers, spreadsheets, databases, and word processing programs.

### **Special Requirements**

- Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

**Selection Procedure:** Application packets will be reviewed for minimum qualifications. Candidates with the most directly related experience, education and training *may* be invited to a written, performance or oral exam. Investigation of

employment history and references may be conducted prior to an offer of employment. The information in this job announcement is general in nature and does not constitute an expressed or implied contract.

**Pre-Employment Policies:** Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Control Act of 1986; successful completion of pre-employment drug screening and background check.

**BENEFITS:** The Court provides and contributes a portion of cost for health care insurance, including dental and vision care and life insurance. Retirement is provided through an integrated plan of the California Public Employees System (CalPERS 2.0% at 62) and Social Security. Employees accrue paid leave at the rate of 22 days per year and receive 13 paid holidays.

Sierra County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability, marital status, gender or age. Minorities, women, and the disabled are encouraged to apply. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.