

**Superior Court of California,
County of Solano
Job Announcement**

ACCOUNTING TECHNICIAN

RECRUITMENT # 2021-18

Salary: \$49,043 - \$59,613 annually

Job Definition

Incumbents perform complex and responsible technical accounting duties related to financial and statistical recordkeeping and reporting under direction of the Accountant classification. This classification is represented and is non-Exempt under the Fair Labor Standards Act.

Essential Functions (Core Competencies) including, but not limited to:

- Preparing and maintaining appropriation, expenditure and revenue records; tracking and monitoring compliance with budgets, contracts and grants.
- Maintaining accurate accounting records related to assigned area(s) and accounts; collecting, receiving, reviewing, and verifying a variety of financial documents, forms, records and information and calculating coding, posting, entering, adjusting, and/or transferring appropriate data to proper accounts, ledgers, records, etc. in accordance with established procedures and controls.
- Reviewing, researching, verifying, calculating and preparing vendor claims for payment, including but not limited to payments for services of court appointed professionals; allocating, tracking and reconciling actual and budgeted payments.
- Reviewing, compiling and allocating court expenditures and preparing claims for reimbursement, in accordance with regulations; monitoring and reconciling actual and budgeted amounts.
- Reviewing assigned accounts; researching and reconciling discrepancies; balancing accounts to the general ledger; preparing journal entries for corrections, adjustments and transfers.
- Initiating or reviewing fiscal transactions such as, but not limited to, payments, charges, refunds, forfeitures, and fund transfers.
- Generating, updating, reviewing and reconciling a variety of financial and statistical spreadsheets, reports and summaries; compiling, reviewing, formatting and preparing data and reports required by the County, State, and other governmental agencies.
- Obtaining information from and providing information and assistance to the public, vendors, service providers, governmental agencies, and other concerned parties; interpreting and explaining transactions, policies, procedures; assisting other Court employees in solving problems related to financial transactions.
- Compiling, balancing and depositing daily receipts.

Superior Court of California, County of Solano

- Monitoring outstanding court-ordered fees and issuing Delinquent Notices to parties.
- Maintaining the supply inventory for the Executive Office; ordering supplies, as needed.
- Receiving deliveries, reconciling packing slips with goods received; notifying appropriate staff of items received and arranging for them to pick up orders.
- Handling front office reception at the Executive Office, including but not limited to receiving complaints and handling out court forms.
- Receiving and responding to visitors to the Executive Office; routing phone calls.
- Operating office machines and equipment, answering telephone and performing filing, typing, photocopying and miscellaneous clerical tasks related to area of assignment.
- Organizing and managing multiple priorities.
- Performing work that is assigned, scheduled and prioritized by others.
- Performing other related work as required by business needs or as assigned.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge:

- Principles, practices, procedures, and methods of accounting and bookkeeping.
- Basic principles of governmental budgeting.
- General clerical office practices and procedures, including operation of common office equipment and computers.
- Applicable laws, codes, regulations and policies.
- Correct use of English language, spelling and grammar.
- Microsoft Excel, Word, and Outlook.
- Telephone etiquette.

Ability to:

- Perform complex clerical and technical accounting tasks with a high degree of independent judgment.
- Establish and maintain financial records and prepare complex forms, statements, records, summaries and reports.
- Gather, review, and evaluate data and information for compliance with established procedures and controls.
- Identify, comprehend, and resolve accounting discrepancies.
- Make accurate fiscal transactions;
- Tactfully receive customer complaints.
- Write clearly and concisely.
- Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned area.
- Make accurate mathematical calculations with or without a calculator.
- Use sound judgment within the framework of policies, procedures, and guidelines.
- Maintain confidentiality of information.
- Sort documents and files alphabetically and/or numerically.

Educational and Work Experience Requirements

Graduation from high school or equivalent

AND

- Two (2) years of clerical and technical accounting experience

OR

- Two (2) years of clerical accounting experience plus college coursework in accounting.

Superior Court of California, County of Solano

OR

- Any equivalent combination of education and experience, which provides the required knowledge and skills.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, pinch, pull objects or controls; reach with hands and arms; may climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must routinely lift and/or move up to 10 pounds and to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

Normal business hours for this position: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement plan (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013).
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered through CalPERS), Delta Dental (HMO & PPO plans), VSP vision insurance, with generous employer contribution toward premiums.
- Supplemental retirement plan (457 deferred compensation plan for pre-tax or after tax contributions)
- Flexible spending account for qualifying medical, dependent care, and/or transit expenses.
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents.
- Sick leave, vacation leave, and floating holidays.
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 20,800 hours worked.

Recruitment Process

To be considered for this position, job applicants are required to complete an official court application, résumé and a supplemental application and are required to sign and date both documents. **The supplemental application is attached to this job announcement.** An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel of subject-matter-experts (SMEs) will conduct a structured oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Superior Court of California, County of Solano

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. An unranked eligible list may be promulgated and may be referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the unranked eligible list. Reference and background checks are required.

Official application forms are available on the court's Web site, www.solano.courts.ca.gov . Applications must be submitted by e-mailing to CourtHR@solano.courts.ca.gov **and must be received** by noon on the final filing date.

Superior Court of California, County of Solano

Supplemental Application
for
Accounting Technician
(Recruitment # 2021-18)

INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application, résumé, and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in other examination phases.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. **Your response to each question is limited to the space provided on the page provided for each question.** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ **Date:** _____

Accounting Technician

Recruitment # 2021-18

1. Please provide a brief description of your related educational and work experience that is relevant to the position for which you are applying. ***(Be specific in describing your duties and the length of time you carried out these functions. Limit applicable comments in response to this question to this page.)***

Accounting Technician

Recruitment # 2021-18

2. Please describe your experience relevant to this position in the following areas (**include duration of experience, in months, and where this experience was obtained**):
 1. Preparing journal entries and adjusting entries.
 2. Reviewing and balancing accounts to the General Ledger; researching and reconciling discrepancies.
 3. Reviewing and balancing receipts and preparing revenue entries.
 4. Verifying, calculating and preparing vendor claims for payment.
 5. Initiating fiscal transactions i.e., refunds, bad checks, and void checks processing.
 6. Reconciling and generating financial and statistical spreadsheets and reports.

Accounting Technician

Recruitment # 2021-18

3. Please list all computer hardware and software with which you are acquainted. Using a rating scale of “beginning,” “intermediate,” or “advanced,” describe your level of skill in operating computers and related software (i.e., Microsoft Word, Excel, and Microsoft Outlook, etc.). (*Limit applicable comments in response to this question to this page.*)

Accounting Technician

Recruitment # 2021-18

4. This classification is responsible for handling front office reception at the Executive Office including greeting and attending to the public, answering phones, and receiving complaints. Please describe your experience or knowledge in handling front office reception. (*Limit applicable comments in response to this question to this page.*)

STOP!

DID YOU REMEMBER TO:

- 1. Sign the application?**
- 2. Sign and attach the supplemental questionnaire to the application?**