

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA

## FISCAL SERVICES ANALYST I/II/III

Classification Code	FLSA Status	EEO Status	Represented/Unrepresented	Date Created/Revised	
UMC Code: 301a	Non-Exempt	Professional 023 (1412 – Accountants/Auditors)	Confidential and Unrepresented	Created: Oct. 2008	Revised:

**CLASSIFICATION DEFINITION:** Under limited direction and supervision by the administrative fiscal officer or the court executive officer's designee, incumbents assigned to this flexibly-staffed position are responsible for performing professional/analytical accounting functions in the Court's Fiscal Unit. Incumbents are expected to perform other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** The fiscal services analyst classification is a single-person, flexibly staffed position. Promotional movement through the three levels (I, initial assignment level; II, after two years of satisfactory job performance; and III, after three years) is not automatic. Promotional movement will be based on proven, satisfactory work performance and as supported by the Court's ability to fund related salary increases. The fiscal services analyst position is distinguished from the next highest position, administrative fiscal officer (AFO), in that the incumbent assigned to AFO position is tasked with overall responsibility for work required of the Fiscal Unit; supervises, manages, and provides leadership to subordinate staff assigned to the Fiscal Unit; and, is responsible for supporting the CEO and DCEO in ensuring that the Fiscal Unit operates effectively; whereas, the incumbent that is assigned to the fiscal services analyst classification is tasked with performing specifically-assigned accounting duties, indicated below, as delegated and assigned by the AFO, DCEO, and CEO.

**ESSENTIAL FUNCTIONS AND RELATED TASKS:** *(The following functions and tasks are performed by most incumbents, but other related functions and tasks may also be performed.)*

As assigned, assists the Court's AFO with the following essential functions and tasks:

- Monitoring, controlling and providing projection information regarding financial records, cash accounts and fiscal programs by auditing and tracking fiscal information provided through electronic and paper reports;
- Year-end closing of accounting records and preparation of year-end schedules, reports and financial statements;
- Preparing accounting entries for revenue and expenditures, transfer of funds, worksheets to reconcile bank statements and various accounts, analysis of revenue and expenditures, and all necessary schedules;
- Preparing the court budget by summarizing, analyzing and posting financial data from electronic and manual records; maintaining up-to-date budget information by making appropriate and necessary changes;
- Accumulating and interpreting cost data to determine appropriate allocation charges;
- Reviewing and analyzing financial work products to ensure accuracy, timeliness, compliance with accounting principles and procedures;
- Recommending changes in internal financial systems and procedures using financial data compiled from spreadsheets and related financial tracking programs to maintain compliance with regulations and to improve delivery of court financial services;
- Conferring, as assigned, with other courts, counties, court departments, county departments, and state agencies and staff on court fiscal information and status;
- Participating in internal audits and internal control studies, reviewing current and new legislation to stay abreast of appropriate procedural/policy improvements and changes;
- Maintaining departmental financial records and accounts using manual and/or automated systems;
- As assigned, maintaining indirect cost allocation plan and making monthly allocations to grant-funded programs and collection departments;

- Attending staff and other work-related meetings, which include overnight travel, workshops, seminars, and other continuing educational opportunities;
- As assigned, serving as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.

### **NON-ESSENTIAL FUNCTIONS:**

Assists, as assigned, in providing support in other administrative areas of the Court.

### **MINIMUM QUALIFYING EDUCATION, TRAINING, AND WORK EXPERIENCE**

The Superior Court of California, County of Yuba reserves the right to make final assessment and approval of education and work experience.

This position requires a minimum of two (2) years of college-level or equivalent education, work experience, and training. 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.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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;
- Knowledge of generally accepted accounting and related mathematical principles, procedures, and terminology;
- Knowledge of principles of financial data collection and control;
- Ability to learn and maintain knowledge of legalities governing revenue and expenditures;
- Ability to acquire and maintain knowledge of AOC financial policies and procedures;
- Ability to review, post and balance financial data; and generate and reconcile financial reports using an automated financial system;
- Ability to review financial documents for completeness and accuracy;
- Above-average knowledge and possession of computer operation skills, accounting programs, including spreadsheet, project management, and word processing programs;
- Knowledge and possession of strong verbal and written communication skills and abilities, including correct business English;
- Knowledge of principles and techniques of preparing both a variety of effective written materials and effective oral presentations;
- Knowledge, skills, and ability to multi-task, work independently and with minimal supervision and direction, and meet critical deadlines;
- Knowledge and possession of excellent interpersonal skills and abilities;
- Ability to use tact and discretion to establish and maintain effective working relationships with those contacted in the course of the work;
- Ability to use initiative and judgment within established guidelines;
- Knowledge and possession of good organizational skills and abilities; and
- Ability to acquire and maintain knowledge of and familiarity with applicable state and federal regulations.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles, practices, and applications of general, fund, and governmental accounting;
- Knowledge of principles and practices of auditing and reviewing financial documents;

- Knowledge of principles and practices of grant preparation, administration, and auditing;
- Knowledge of AOC financial policies and procedures;
- Knowledge of principles, practices and practical application of human resources laws, rules, regulations, and policies relating to payroll and benefits administration;
- Ability to review, interpret, explain and apply payroll and benefits administration laws, rules, regulations, and policies; and
- Ability to research, compile, analyze and summarize payroll and benefits data and information.

**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 FOLLOWING WORK ENVIRONMENT AND INVOLVE 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 be required to sit and look at computer screen; write, type and keyboard data into JALAN, Phoenix (SAP) accounting programs, Excel, Word and other word processing and software programs; operate office machinery such as a computer, calculator, typewriter, scanner, copier, fax, and printer; speak on a telephone; bend, squat, kneel, and reach above and below shoulders to move or manipulate supplies; 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 reasonable accommodation is medically documented and is required to participate in recruitment activities or to perform the essential functions of this position, please contact the court's Human Resources Department.

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