



## **Superior Court of California County of Plumas**

### **Announces an open recruitment for: Fiscal Manager – Confidential**

### **Recruitment – Open Until Filled**

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### **Plumas Superior Court Fiscal Manager - Confidential Pay Range \$34.50 to \$41.94/hour \$71,760-\$87,235.20 annually**

#### **DEFINITION**

Under direction of the Court Executive Officer, this position perform professional level fiscal work, is responsible for the development, management, and goal setting of the fiscal administrative and human resource programs of the court.

#### **Distinguishing Characteristics**

- Confidential is an unrepresented “at-will” position

#### **Representative Duties**

- Manages the functions of accounting, budgeting, statistical research and analysis, revenue, and financial information systems; calculates rates involving complex arithmetical formulas; processes payroll, gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes PHOENIX SAP or any other fiscal systems for financial records and reports for use by the Court, auditors, and other agencies.
- Develops and maintains an accounts receivable and accounts payable process including varied and complex procedures and activities that are comply with GAAP and applicable laws and trial court policies.
- Performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts.
- Prepares complex studies, projects, surveys and reports pertaining to financial planning, budget projections, standard monthly, quarterly, and annual reports, and the protection of court assets.

- Performs purchasing functions including preparing and processing purchase orders and requisitions.
- Assist in preparing requests for proposals; preparation of renewal or new contracts for grants; ensures that routine payments are in compliance with contract provisions; may perform and assist routine agency human resource functions; performs related duties as required.
- Assists executive management in negotiations with employee organizations by providing data and analysis of data.
- Conducts administrative studies to evaluate effectiveness, define problem areas, and develop recommendations for solutions.
- Researches, develops, administers, and implements projects and grants.
- Performs other duties as assigned

### **Qualifications**

Bachelor's degree in business, public administration or closely related field is preferred. However, any combination of training and experience that would provide the required knowledge and abilities, including the knowledge of principles and practices of financial management, government accounting, budgeting, and human resources management is qualifying. A typical way to obtain the required knowledge and abilities would be an educational equivalent to graduation from an accredited college or university with a Bachelor's degree in business, public administration or a closely related field and/or a minimum of two years of progressively responsible experience. Experience in a California trial court environment is preferred.

### **Physical Requirements and Work Environment**

The physical demands listed herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, sit at a desk for long periods of time in front of a computer screen; perform data entry; intermittently twist, bend and/or reach to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; lift files and file boxes weighing up to 25 pounds; use telephone and computer keyboard on a regular basis.

### **Other Requirements**

Command of all Microsoft office applications particularly Excel, Word and Outlook.

### **Application and Selection Process:**

To apply for a position, please return the completed court application, cover letter and resume' to the Court by email to: [pschr@plumas.courts.ca.gov](mailto:pschr@plumas.courts.ca.gov) or by mail/personal deliver to Human Resources, 520 Main St., Courthouse Room 104, Quincy, CA 95971.

**\*Court applications are available on the website or can be picked up at the Courthouse.**

**The review of applications and scheduling of interviews will remain open on a rolling basis until all positions are filled.**  
**Only the most qualified applicants will receive an invitation to interview.**