

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

**Accounting Technician
Recruitment # 16-12**

**Hourly: \$19.17 - \$23.31
Annual: \$39,880 – \$48,474**

Closing Date: 5:00 PM on Wednesday, September 7, 2016

POSITION SUMMARY

Under general supervision, performs technical accounting, statistical and highly responsible record keeping functions of moderate difficulty and complexity. Reviews and records accounting and financial data within established systems and procedures related to the maintenance of records that are fundamental to the court fiscal program. Provide wide range of staff support services such as general administration, procurement, program data processing and reporting. This position is non-exempt from the Fair Labor Standards Act, confidential, and at-will.

SUPERVISION RECEIVED AND EXERCISED

Incumbents work under general supervision to perform duties that are well-defined and in accordance with pre-established policies, procedures and standards. Duties emphasize standard or routine assignments performed with some independence. Incumbents must use sound judgment in performing assigned duties. Errors in judgment or failure to complete assignments may result in serious delays and/or considerable expenditure of resources. Incumbents do not lead or supervise the work of others.

DISTINGUISHING CHARACTERISTICS

The Accounting Technician is a journey level classification. Incumbents perform technical level accounting functions and exercise a high degree of confidentiality. The Technician classification is distinguished from the Accountant series in that incumbents in the later have responsibility for leading, training and assigning work of Accounting Technicians and performing the more difficult and complex duties.

ESSENTIAL DUTIES include, but are not limited to:

- Collect and verify supporting documentation and approvals for payables
- Research discrepancies with vendors
- Prepare accounts payable transactions, travel vouchers and expense claims for general ledger entry

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- Schedule, index and file bills, vouchers, documents and other materials
- Collect and verify supporting documentation for preparation of bank deposits
- Prepare accounts receivable, collections and banking transaction entries for general ledger entry
- Conduct analysis of and coordinate procurement actions
- Monitor status of Court supplies and coordinate replenishment efforts
- Prepare journal ledgers, abstracts, files, etc.; review and reconcile accounting data
- Initiate adjustments, transfers, corrections and cancellations
- Assist with year-end closing of account ledgers
- Assist with forecasting projected budget expenditures
- Assist with reconciling bank accounts and general ledger accounts
- Maintain confidential information in accordance with legal standards and/or Court regulations
- Prepare data for budget development and monitor budget expenditures
- Maintain statistical data as requested
- Compile data through contacts with departments and other agencies
- Compile established reports and prepared detailed summaries as requested
- Analyze and/or monitor reports, studies, grants, contracts and proposals
- Financial preparation and analysis relating to union negotiations
- Review fiscal documents for accuracy, completeness and compliance
- Answer technical questions for staff and the public
- Prepare memoranda and correspondence
- Perform other related work as required

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Governmental accounting principles and procedures
- Financial record keeping
- Bookkeeping systems terminology and practices
- Basic math
- General public and business administration practices
- Principles and practices of budget preparation and analysis

Skills and Abilities:

- Operate standard office equipment
- Type accurately at 40 wpm
- Excellent interpersonal and communication skills
- Basic computer proficiency, including Microsoft Word, Excel, & Outlook
- Customer service skills
- Communicate effectively

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- Establish and maintain effective working relationships
- Prioritize, maintain, and coordinate a heavy workload
- Prepare reports and maintain records
- Demonstrate commitment to Court values

EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience/Education:

Education: High school graduate or equivalent and an associate's degree or equivalent with a focus on bookkeeping and accounting

Experience: A minimum of four years' related experience with increasing responsibility

Typing Speed: Accurately type at a minimum speed of forty (40) words per minute

License Requirement: Possession of a valid California driver's license may be required

Education/Experience substitution:

Qualifying related education may be substituted for the experience requirement on a year-for-year basis.

OR

Court approved work experience may be substituted for the education requirement on a year-for-year basis.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements 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. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five

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(25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Overtime may occur occasionally.

Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.

The employee is expected to adhere to all court policies.

BENEFIT PACKAGE

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$586.95 Employee +1: \$1173.60 Employee + 2 or more: \$1525.48 An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$45.52, Employee +1: \$78.20, Employee +2 or more: \$127.53.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years. Accrual increases by 8 hours at the 6, 9, 12, 13, 14, & 15 year marks. Vacation balance is capped at 320 hours.
- Additional benefits include up to 32 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

RECRUITMENT PROCESS

This recruitment will establish an eligibility list which will be used for an undesignated period of time to fill future vacancies as the Court determines necessary. To be considered for this

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position, applicants are required to submit the following to Yolo Superior Court Human Resources on or before the closing date listed on this announcement:

- **A completed Yolo Superior Court application form**
- **A typing certificate (must be completed within one (1) year prior to the final filing date of this recruitment. See the Typing Certificate Guidelines on last page of this document)**

Court Human Resources will review the applications. Applicants who are successful in the application screening phase may be contacted for an examination and/or oral interview as vacancies occur. In the event the Court extends an employment offer, a background check, reference check, and drug screen will be required.

Official Yolo Superior Court application forms and typing certificate guidelines are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Court Human Resources at 1000 Main Street, Rm 3501, Woodland CA, 95695. Completed application materials and typing certification may be submitted in any of the following ways:

- Email to humanresources@yolo.courts.ca.gov
- Mail to Yolo Superior Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 1000 Main Street, Rm 3501, Woodland CA, 95695
- Fax to Court Human Resources at 530-406-6883.

Completed application materials must be **received** by the listed closing date on this announcement.

For more information contact a Human Resources representative at 530-406-6881.

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TYPING CERTIFICATE INFORMATION

ON-LINE TYPING TESTS ARE NOT ACCEPTED

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted

TYPING TEST LOCATIONS

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel
250 W. Main Street Suite #200
Woodland, CA 95695
530-668-9675

Accustaff
19 Court Street
Woodland, CA 95695
530-662-8607

Yolo One Stop location (no fee for typing certificate)

25 North Cottonwood Street
Woodland, CA 95695
Tel. (530) 661-2641 – call for appointment

Sacramento One Stop locations (no fee for typing certificate)

2411 Alhambra Blvd.
Sacramento, CA. 95818
Tel: (916) 324-6202 – call for hours

2901 50th Street
Sacramento, CA 95817
Tel: (916) 227-0301 – call for hours

7011 Sylvan Rd, Suite A
Citrus Heights, CA 95610
Tel: (916) 676-2540 – call for hours

7000 Franklin Blvd, Suite 540
Sacramento, CA 95823
Tel: (916) 563-5151 – call for hours

1000 "C" Street, Suite 100
Galt, CA 95632
Tel: (209) 744-7702 – call for hours

5655 Hillsdale Blvd, Suite 8
Sacramento, CA 95842
Tel: (916) 263-4100 – call for hours

**** TYPING CERTIFICATES MUST BE SUBMITTED WITH
ORIGINAL EMPLOYMENT APPLICATION****