



**Superior Court of California  
County of Tuolumne  
12855 Justice Center Dr., Sonora, CA 95370**

**- JOB ANNOUNCEMENT -**

## **Fiscal Manager**

(Exempt, Full-time Position)

**Date Posted: February 10, 2025  
Final Filing Date: March 9, 2025, by 5:00 p.m.**

**- Postmarks not accepted -**

**Hourly Compensation:  
Range: \$88,504.73-\$108,046.43 + Excellent Benefits  
(Initial placement based on related professional qualifications and experience)**

**For required employment application, please visit:  
<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application.shtml>**

### **The Position:**

The Superior Court of California, County of Tuolumne is recruiting to fill an opening for the Fiscal Manager. Under direction of the Court Executive Officer or their designee, the successful candidate will be an at-will employee, responsible for planning, organizing and directing all fiscal day-to-day operations of the Court while performing other duties as required. Regular and punctual attendance is essential.

## **Benefits:**

- CalPERS retirement plan (employee pays the employee's EPMC on a monthly pre-tax basis).
- CalPERS Medical Retirement.
- Potential to accrue 240 hours of Personal Time Off in the first year.
- 14 paid holidays per calendar year.
- 40 hours Management Leave per year
- \$75 monthly Wellness reimbursement on items such as Gym Membership, Massage, and Acupuncture.
- Up to \$2,800 monthly court contribution toward monthly health insurance premium costs, amount varies according to employee's plan elections, dependents, and whether employee chooses to partially or totally waive one or more of the court's health plans(s).
- Court-paid \$150,000 Group Term Basic Life Insurance plan.
- Court-paid Short-term and Long-term Disability plans.
- Tuition Reimbursement program.
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000

## **Responsibilities**

- Plan, coordinate and manage all fiscal operations including but not limited to payroll and benefits administration and budget development, analysis, control and forecasting.
- Assist in the development of fiscal goals and standards including implementation and enforcement of related fiscal policies.
- Prepares financial reports for the CEO, Presiding Judge, and the Judicial Council.
- Court Fiscal Manager will facilitate all monthly/quarterly/annual required billings and or report(s) for grants and MOU's and any other fiscal based reports that are required to be furnished by the court.
- Establish and maintain accurate and timely fiscal records and reports for ongoing analysis of the organization's fiscal condition.
- Plan, coordinate and manage the work and training of all fiscal staff including overseeing time off requests, performance reviews and disciplinary action. Creates and presents training to fiscal team, participates in interviews and selection of new fiscal staff. Prepares agendas and presents monthly fiscal team meetings and trainings.
- Reviews and approves grant/MOU/and other funding expenditures.
- Reviews processes and posts for payment various accounting documents, reviews all department work.
- Reviews employee step progression, longevity, and benefit eligibility for payroll and budget in conjunction with the Human Resources Manager.
- Monitor legislative and policy developments related to fiscal operations including analysis thereof for legal and administrative compliance.

- Assist in oversight and evaluation of all technology and facility projects and/or upgrades related to fiscal operations.
- Exercise independent judgment and initiative in performing ongoing work while establishing and maintaining cooperative working relationships with judicial officers, court staff, other agencies and the public.
- Prepares, analyzes, reports and presentation of Union requested Fiscal Data and Reports as approved by the CEO.
- Partners with the Facilities Manager to research projects or procurements to present feasibility to the CEO and or Presiding Judge.
- Monitors code tables, forms, etc, in Case Management System to maximize daily operations.
- Works in collaboration with the CEO, Human Resources Manager, IT Manager, Facilities Manager, and all other Department heads regarding the budgets of the Court.
- Perform other duties and/or projects as assigned.

Under general direction of the Court CEO, plans, organizes, directs, manages, and supervises the day-to-day work of the Court Fiscal Services Department. Under general supervision and in support of the court's fiscal function, incumbents are responsible for performing a broad range of technical duties in the areas of budgeting, trust accounting, cash flow accounting, accounts payable/receivable, payroll, benefits, grant administration, procurement and contracts, generating reports and record keeping; performs related duties as required.

**Representative Duties** - *For illustrative purposes only:*

- Maintains financial records by posting transactions to journals and ledgers; adjusts accounts according to established procedures.
- Compiles and prepares established periodic and ad hoc accounting and statistical reports.
- Computes obligations and collects and verifies supporting documentation and approvals for payables.
- Process accounts payable/receivable requests and prepares supporting documentation for approval and distribution.
- Processes, verifies and reconciles bail, fine and fee receipts and collection reports.
- Audits financial accounts and validates expenditure claims, tracks and monitors compliance with budgets, contracts and grants.
- Conducts regularly scheduled and year-end closing of account ledgers and books
- Receives revenue payments and maintains accurate records of monies received.
- Audits and verifies cashier cash receipts; makes deposits; maintains trust accounts.
- Processes payroll records and documentation.
- Answers financial inquiries and correspondence from the public or court staff.
- Coordinates facilities maintenance requests.
- Reverses receipts; adds, charges and advises divisions of nonsufficient funds.

- Assists with procurement research and process.
- Performs reconciliation.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Experience:**

**Minimum Position Qualifications:** Equivalent to a four-year degree from an accredited college or university in court administration, public administration, criminal justice, political science, or closely related field. Substitution: Qualifying experience may be substituted for this education requirement on a year-for-year basis. 2 years' experience supervisory duties including conducting performance evaluations and assigning and reviewing tasks. Minimum four years of progressively responsible experience in a managerial or accounting position performing fiscal or budgetary analysis.

### **Other Requirements:**

- Must possess and maintain a valid California driver license.
- Passing a Department of Justice and Federal Bureau of Investigation criminal background check, and a professional and educational history check.

### **Demonstrated Knowledge of:**

- Basic principles and practices of accounting, bookkeeping, payroll, benefits and budgeting.
- Current financial/accounting systems.
- Laws and regulations applicable to fiscal operations.
- Basic principles and practices of governmental budgeting.
- Basic system for collections and accounting.

### **Demonstrated Ability to:**

- Provide technical fiscal support.
- Provide effective customer service.
- Stay abreast of relevant fiscal knowledge.
- Review and correct documents for accuracy, completeness, and conformity with applicable laws, policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and judgment within established procedural guidelines.
- Organize and prioritize own work to meet deadlines.
- Communicate effectively in English, orally and in writing.
- Maintain confidentiality in the course of work.
- Maintain a valid California driver's license.
- Pass pre-employment criminal and professional background checks.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.

Work is performed in a typical office setting with adequate lighting and moderate temperature, and requires the use of standard office equipment, including computers and telephones. While performing the duties of this job, the incumbent is constantly required to sit talk, hear, reach and use both hands and fingers to handle or grasp objects. The incumbent must occasionally stand, walk, and bend while performing the duties of this job. The incumbent must be able to lift and/or move up to 25 pounds, including occasionally carrying items up and down stairs in two buildings that have no elevators. Specific vision abilities required by this job include near vision, far vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to travel as necessary and occasionally operate a motor vehicle.

### **How to Apply and Selection Procedure**

To be considered for this position, applicants must timely submit **ALL** the following completed documents for their application packets to be accepted for consideration:

- Cover Letter
- Current Resume; and
- Tuolumne Superior Court employment application
- Answers to Supplemental Questions (See end of posting)

### **Please forward the required completed application materials to:**

**Superior Court of California, County of Tuolumne Attn: HR Dept.**  
**12855 Justice Center Dr - Sonora, CA 95370**  
via: [jmorrison@tuolumne.courts.ca.gov](mailto:jmorrison@tuolumne.courts.ca.gov)

- Applicants whose completed application packets are timely received and evaluated as best qualified according to the position criteria will be invited to participate in a panel interview to measure the candidate's related knowledge and skills.
- If you have any questions concerning the above, or wish to request reasonable accommodation for this application process, please send your message to [jmorrison@tuolumne.courts.ca.gov](mailto:jmorrison@tuolumne.courts.ca.gov), or call (209) 533-6914.

## **Supplemental Questions**

In a Word Document, please answer the following questions (If you do not have experience in a particular area or questions, please put N/A):

1. Please share your experience at a professional level in the areas of Accounts Payable, Accounts Receivable, Auditing, Benefit Administration/Accounting, Budget Forecasting, Budget Preparation and Management, Encumbrances, Finance, Fund Accounting, Grant Accounting and Administration, Legislative Analysis, Payroll Administration, Payroll/Benefits Reconciliation, Taxes, Vendor or Third-Party Payroll/Benefits Billing/Invoicing/Wiring, and General Accounting Practices.
2. Describe the most responsible, highest level professional financial position you have held to date, and the greatest challenges within that role and how you handled them.
3. Please share your experience working in a public agency or government organization.
4. Please share the largest budget that you have managed for an organization.
5. Describe your experience in developing an annual budget, including forecasting and projections.
6. Describe your experience in responding to audits.
7. Describe your experience in working with payroll systems, and experience you may have with evaluating payroll systems, and migrating to a new payroll system.
8. Describe your experience in preparing financial, statistical, fiscal reports and or payroll reports.
9. Describe your experience in reviewing accounting data and maintaining control of accounts.
10. Describe your experience in supervising professional or clerical staff who perform accounting work or financial transactions.
11. Please list the maximum number of staff you have directly supervised at one time. Where did this take place and what is your leadership style?
12. Share experience you have in the following: interviewing job applicants, making hiring decisions, conducting training, assigning work, reviewing work and giving feedback, setting performance standards, writing performance evaluations, conducting counseling sessions, making recommendations or decisions regarding disciplinary actions.