



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MERCED
JOB ANNOUNCEMENT
Chief Financial Officer

Pay Range: \$86,694.40-\$105,372.80 Annual

FINAL DATE TO APPLY: Friday March 8, 2013 at 5:00 p.m. (Actual Receipt)

FILING REQUIREMENTS: Candidates must complete and submit a court application along with the supplemental questionnaire to the Court's Human Resources Office. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as "See/Refer to Resume" or "See Attached." A cover letter and resume may also be submitted. Only those applicants demonstrating the strongest qualifications related to the position will be invited to an oral interview. Application materials may be obtained at <http://www.merced.courts.ca.gov/>.

Submit application and supplemental questionnaire materials to:

Superior Court of California, County of Merced
Human Resources Division
627 W. 21st Street Room 20
Merced, California 95340

The Superior Court of California, County of Merced is seeking a dynamic, multi-disciplined professional to join the Court's Administration team as Chief Financial Officer. The CFO, plans, directs and manages the daily operations of the Court's Finance Division and other administrative functions and/or divisions of the Court as assigned. Oversees the reporting and security of all funds held by the Court, as well as the integrity of all financial transactions processed by the Court in accordance with legislation, operating policy and rule of the court. Performs related duties as required.

DEFINITION: Under the direction of the Superior Court Executive Officer, an incumbent of this classification organizes and directs the financial resources of the Court, state funded operations. Provides consultation and advice on complex state and county financial issues affecting the Court, conducts and coordinates analytical studies of financial and operations functions; manages multiple and complex state and local government budgeting, accounting, collections, contract administration, cash management, internal auditing functions and payroll for the Superior Court; and performs related duties as required.

REPRESENTATIVE DUTIES:

Duties include but are not limited to: management oversight, supervision, and direct participation in preparation of both state and local court budgets, accounting functions, management, of court contracts, collections, revenue and expenditure management, internal auditing and payroll, as typified by the following:

1. Acts as the Court's primary budget officer, developing and coordinating the collection of data, coordinating judicial, management, and supervisor participation in budget development; preparation and negotiation of annual (multiple) court revenue and expenditure budgets.
2. Monitors the Court's fiscal condition, on an on-going basis, recommending and taking corrective action for budget variances; preparing long-range projections and fiscal plans to support effective court operation, and making reports and presentations to management, judges and other officials.
3. Prepares and implements plans for maximization of court revenue assessment and collection, recommending system improvements as needed, and coordinating the assistance of county departments and state agencies. Ensures that case management system revenue distribution is in accordance with the State Controller's guidelines.
4. Controls court expenditures for compliance with federal, state and local government disbursement standards, and assures appropriate maintenance of expenditure records, directing, supervising and developing Finance staff including recruitment and selection, performance evaluations and goals.
5. Consults with judges and other court managers regarding pending and recently adopted legislation affecting court fiscal matters, implementing and instructing finance staff as to necessary fiscal changes.
6. Assists in planning for court facilities construction, leasing maintenance and repair; and monitors all facilities maintenance and improvement projects in progress, as well as controlling procurement and use of fixtures, equipment and other capital resources.
7. Drafts and negotiates, directly or through subordinate staff, contracts or grant applications; monitors contracts for compliance with financial terms; interprets contract terms in accordance with the Judicial Branch Contracting Manual; and approves solutions to contractual problems.
8. Conducts and/or supervises periodic internal and external audits of court fiscal operations, preparing reports for court management and state and local government, as required.
9. Participates in the negotiation process to negotiate acceptable contractual agreements.
10. Oversees payroll function in accordance with state and federal law.
11. Prepares and implements fiscal policies and procedures consistent with state guidelines.

12. Responsible for maintaining inventory of physical assets.

13. Other duties may be required and assigned.

Education/Experience:

Bachelor's degree in Finance, Accounting, Business Administration or related field with five years' experience managing a department or division including the supervision of technical staff who perform advanced financial and accounting tasks. May require specialized certifications and/or training as deemed necessary.

OR

Master's degree in Finance, Business or Public Administration, Accounting or related field, and two years of administrative or management experience in a government agency.

EMPLOYMENT STANDARDS:

Knowledge of: principles and practices of business and public administration, principles and practices of public sector personnel and contract management; principles and methods of work planning, staffing analysis and project management; data collection and techniques of fiscal analysis; techniques of service evaluation and capital projects planning; supervisory and personnel motivation practices; public speaking and presentation techniques; research techniques utilized in securing information about regulations and legislation; the capabilities and standard application of office automation to staff and administrative functions, processing of general payroll.

Ability to: communicate effectively, both orally and in writing; use word processing, spreadsheet, and database management applications; conduct meetings, public presentations, and difficult contract negotiations; conduct fiscal planning efforts in a government organization; work under time and resource pressures and to resolve competing demands for scarce resources; identify and solve accounting, cash collection and revenue management problems; motivate and lead subordinate employees, and work with judges and other high-ranking State and County officials; independently conduct analytical studies; collect and analyze data, draw conclusions and make recommendations; prepare and supervise the preparation of budgets, grant applications, service contracts, payroll, and complex narrative or statistical reports; determine opportunities for improvement in fiscal performance and service delivery methods; establish and maintain working relationships with clients, customers and representatives of other agencies or departments.

SUPPLEMENTAL INFORMATION: Independent travel between Court location, facilities and work sites will be required. A valid class C driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulation.

GENERAL INFORMATION

This is a full-time At-Will position. Job offer is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. Continuation of employment is contingent upon successful completion of a criminal background (fingerprint) check.

BENEFITS

Medical, dental, and vision insurance for employee and dependent(s); retirement plan; deferred compensation plan; life insurance 13 holidays; plus one personal holiday, accrual of 10 vacation days (to start) and 12 sick days/year; 12 days of management leave days per fiscal year, short term and long term disability, Employee Assistance Program; and educational allowance reimbursement,.

Additional Functions

- Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed. Performs other related duties as required.

- The Merced Superior court is an Equal Opportunity Employer –

Posted 2/22/13