EMPLOYMENT OPPORTUNITY

JOB TITLE: PRINCIPAL MANAGER I, ACCOUNTING SERVICES

LOCATION: SAN FRANCISCO

JOB OPENING #: 5142

OVERVIEW
The Judicial Council of California is accepting applications for the position of Principal Manager I for the Branch Accounting and Procurement (BAP) office in Accounting Services. This position ensures that client needs are met and that all financial transactions in accounting are handled with appropriate internal controls and in accordance with established policies.

This position directly manages 4 unit supervisors and a staff of 29. The four units within Accounting Services include General Ledger, Accounts Payable, Grant Accounting and Travel/Conference Support, and Systems & Accounts Receivable. This group works very closely with the Procurement Section in BAP to ensure appropriate accountability using the state’s FI$Cal financial system.

This position provides oversight and makes interpretive decisions on behalf of the organization regarding the execution of the goals established by the BAP Director. This position primarily interfaces with management and staff of the Judicial Council, the Courts of Appeal, the Supreme Court, Habeas Corpus Resource Center, and the Commission on Judicial Performance. The incumbent will assist the BAP Director and Deputy Director by keeping them abreast of any issues that affect BAP as well as representing the office on committees and in meetings, as assigned.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, $130 monthly stipend towards public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco.

The successful candidate will be expected to work in the San Francisco office.

RESPONSIBILITIES
- Provide oversight and direction for all accounting activities in the State Accounting area.
- Provide guidance on policy, strategy, and procedural matters related to accounting for existing programs, as well as new programs and grants.
- Regularly evaluate accounting requirements and practices to ensure processes and procedures are effective and efficient.
- Monitor and review industry standards for applicable changes.
- Responsible for understanding and researching Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidance.
- Implement strategies to keep staff educated and current on applicable laws and regulations.
- Ensure internal controls are enforced and understood by staff at all levels, including, but not limited to, maintaining an appropriate segregation of duties in the FI$Cal system.
- Develop, monitor, and report to BAP Director, BAP Deputy Director, and Executive Management on metrics related to Accounting Services.
• Direct and guide unit management to ensure accounting needs of the Supreme Court, Appellate Courts, Habeas Corpus Resource Center, Commission on Judicial Performance, and Judicial Council staff are being met.
• Implement and establish a periodic mechanism to seek input and respond to inquiries related to accounting activities and customer satisfaction within the accounting units.
• Work proactively with designated contacts at each group to ensure their accounting needs are being met.
• Serve as accounting subject matter expert and communicate in a clear and, as needed, non-technical manner.
• Monitor and ensure compliance for all funds for the Supreme Court, Appellate Courts, Habeas Corpus Resource Center, Commission on Judicial Performance, and Judicial Council.
• Understand and articulate fiscal position, and, through collaboration with Budget Services, BAP leadership, and the Executive Office, create a sound spending plan based on business need and available resources.
• Responsible for final review and obtaining Executive Office approval of financial statements, including all appropriate supporting documentation, for all funds and entities.
• Ensure, through subordinate supervisors, timely submission of adequately supported and fully executed documents.
• Work closely with the Procurement Unit to provide guidance on appropriate encumbrance and accounting based on fund, contract terms, and configuration of multi-year agreements.

Supervisory Duties
• Assists with Accounting Services recruitments, including recommending selection of staff
• Trains staff and proposes supplemental internal and external training as needed
• Facilitates career development and planning for staff
• Oversees timekeeping for direct reports, including consideration of leave requests and approval of timesheets
• Evaluates employee performance and conducts periodic performance reviews
• Administers discipline as required

MINIMUM QUALIFICATIONS
EDUCATION AND EXPERIENCE
Bachelor’s degree and seven (7) years of professional-level analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least three (3) years of increasingly responsible management experience. Additional directly related experience and/or education may be substituted on a year for year basis.

Desirable Qualifications
• Working knowledge of GAAP/GASB
• Working knowledge of principles and practices of government accounting
• Working knowledge of the state financial system, FI$Cal
• Experience making presentations to all levels of an organization and to large groups
• Working knowledge of IRS regulations for non-payroll transactions and the application thereof
• Ability to use Microsoft Office suite of tools

OTHER
Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

HOW TO APPLY
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on Monday, February 10, 2020. This position requires the submission of our official application, a resume, and comprehensive responses to the supplemental questions below.
To complete the online application, please go to https://www.courts.ca.gov/careers.htm and search for JO# 5142.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENT & BENEFITS
$8,907- $13,361 per month

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

Supplemental Questions
For Principal Manager I, Accounting Services JO# 5142

To better assess the qualifications of each applicant, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of two pages.

1. Describe your experience and education and how it relates to this position. In addition to describing your specific duties, please include the number of employees that directly reported to you and the size (number of staff and budget/revenue) of the organization. Include specifics related to your knowledge of accounting and your experience with GAAP and GASB.

2. Please describe a situation where you were involved in developing formal policies and procedures. What was your specific role in the effort, what specific tasks did you complete, and what were the final results of your efforts?

3. Please describe a situation where you encountered a conflict with a co-worker. Please describe the circumstances, including the level of the staff person with whom the conflict occurred, how you handled the situation, and the final outcome of your efforts.