

FISCAL ANALYST - CONFIDENTIAL**DEFINITION**

Under general direction, to perform and assist in a wide variety of budgetary, financial, administrative and analytical support duties. This position is designated as “at-will” and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

DISTINGUISHING CHARACTERISTICS

This is a journey-level position. Work involves the preparation and analysis of financial and statistical data, which may include a wide variety of processes and accounts, with varying degrees of complexity and responsibility. Most duties and responsibilities are performed within established policies, procedures, standards, rules and laws. However, incumbent must have the ability to exercise independent judgment and problem-solve in the absence of easily applied rules. Errors in judgment or failure to complete assignments may result in serious delays and/or considerable expenditure of resources. Incumbents may lead, train or direct the work of Fiscal Technician/Fiscal Technician – Confidential staff or provide direction to clerical staff. This class typically reports to the Fiscal Services Manager class.

This class is distinguished from the higher-level Fiscal Services Manager class in that the latter has full supervisory authority for a group of assigned staff and the preponderant duties involve supervisory work and/or may require extensive knowledge to perform more difficult, complex and specialized duties.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, essential functions and duties must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to, those listed below.

- Processes accounts payable: prepares accounting documents for verification, approval, posting and distribution; audits financial accounts; and monitors compliance with purchase orders, contracts and grants.
- Processes accounts receivable: prepares customer invoices; processes payments; and maintains accurate records.
- General ledger account maintenance and reconciliations.
- Processes bi-weekly payroll in automated payroll system; audits and records entries and adjustments for timesheets, wages and deductions; reviews payroll register and reports for accuracy; and processes payroll liabilities.
- Monitors and reconciles case management system activities and daily clerk deposits.
- Analyzes court fees and fines collected for accuracy and compliance. Distributes revenue to State, County and other agencies according to established procedures.
- Maintains and reconciles trust accounts.
- Interface between dedicated procurement professionals and court staff for purchasing activities, contracts, and purchase orders; assigns GL coding on purchase requisitions; monitors purchase orders and contracts and initiates action as needed; and maintains accurate files and documentation.
- Prepares and monitors grant budgets and contracts with assistance from operational staff. Submits monthly grant invoices and prepares journal entries and reconciliations as necessary.
- Participates in annual budget process and reporting.

- Maintains accurate financial and statistical records; analyzes and reconciles accounts according to established procedures; performs research as needed; develops complex spreadsheets; and resolves accounting problems.
- Prepares and evaluates accounting and financial data for reports to Court administration, as well as County, State and Federal agencies.
- Conducts monthly and year-end closing of account ledgers and books.
- Maintains asset inventory and control.
- Conducts internal audits as needed.
- Identifies unit and/or operational problems and makes recommendations.
- Develops and updates unit and/or operational procedures.
- Responsible for financial preparation and analysis relating to union negotiations and activities.
- Answers accounting questions from Court staff, public and outside agencies.
- Communicates clearly, concisely and effectively, orally and in writing.
- Maintains the confidentiality of Court documents and records.
- Establishes and maintains effective working relationships with Court staff and others encountered during the course of work.
- Travels between Court facilities as necessary to carry out duties.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Either I

Experience: One (1) year of experience in the class of Fiscal Technician/Fiscal Technician – Confidential with the El Dorado Superior Court.

Or II

Experience: Three (3) years of progressively responsible experience in the preparation and maintenance of accounting and statistical records, which may include: processing accounts payable, accounts receivable and general ledger entries in a computerized accounting system; payroll processing; general ledger and bank reconciliations; and preparation of management reporting, such as balance sheet, income statement, cash flow and budget analysis.

AND

Education: Completion of 60 semester (or equivalent quarter) units from an accredited college or university with major coursework in accounting, business administration, finance, economics or a related field, or an Accounting Certificate.

Or III

Four (4) years of progressively responsible experience in the preparation and maintenance of accounting and statistical records, which may include: processing accounts payable, accounts receivable and general ledger entries in a computerized accounting system; payroll processing; general ledger and bank reconciliations; and preparation of management reporting, such as balance sheet, income statement, cash flow and budget analysis.

Desirable Qualifications

Experience with a public agency or court, SAP Accounting software and/or ADP WorkForce Now.

Knowledge and Abilities

Knowledge of:

- Principles, methods and techniques of accounting procedures, terminology and practices including general ledger, accounts payable, accounts receivable and reconciliations.
- Generally accepted accounting standards and principles (GAAP) and the Governmental Accounting Standards Board (GASB).
- Basic purchasing principles and practices.
- Payroll processes.
- Correct English use, punctuation, spelling and grammar.
- Personal computers and business computer applications, particularly accounting, spreadsheet and word processing software.

Ability to:

- Accurately collect, prepare, calculate, record and reconcile statistical, financial and informational data.
- Research, interpret, explain and apply applicable policies, procedures, guides, rules and statutes.
- Evaluate alternatives and recommendations in the absence of easily applied rules.
- Analyze financial and accounting records, draw logical conclusions, resolve discrepancies and make sound decisions.
- Organize and prioritize workload efficiently to meet all deadlines under changing conditions.
- Maintain confidentiality of Court documents and records.
- Operate modern office equipment and personal computers, and use specified computer software and databases, with emphasis on financial and accounting applications.
- Establish and maintain effective working relationships with all those encountered in the course of work.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meet job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to

pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

Working Environment: Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances. This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for over-time.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification, and are not construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Job Title	Fiscal Analyst
Classification Status	PL
Representation Unit	None
FLSA Status	Exempt
Established	11/2020
Revised	03/2022
Previous Title	None

General sign-off: I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature _____

Date _____