



Superior Court of the State of California
County of Kings
1640 Kings County Drive, Hanford, CA 93230
(559) 582-1010 Extension 6021

Job Announcement

FINANCE DIRECTOR

Starting Salary: \$100,761

JOB OPPORTUNITY

The Superior Court of California, County of Kings, has a full-time opening for a Finance Director. This position is established as exempt, and "At-Will".

POSITION SUMMARY

The Finance Director is responsible for program development, coordination, and goal setting in the fiscal area and is responsible for managing the fiscal operations of the court.

ESSENTIAL DUTIES include, but not limited to:

- Plans, organizes, directs and manages through finance employees, the fiscal operations and functions of the court
- Develops, implements, and interprets financial policies and procedures
- Ensures that financial policies and procedures are in accordance with applicable laws, requirements, and professional accounting and reporting practices
- Prepares and monitors the court's budget
- Maintains and tracks fiscal and budget control journals and records
- Assist in preparation of grant requests, documents, and reports
- Review, monitor, and provide ongoing oversight of grants, and procurement
- Manage proceeds, collections, receipts, reporting, audits and investment of grant
- Investigate and resolve accounting discrepancies; monitor contracts for compliance to financial terms
- Oversees the preparation of complex studies, projects and reports pertaining to financial planning, budget projections, and the protection of court assets
- Oversees the preparation of standard monthly, quarterly, and annual reports
- Manages the functions of accounting, budgeting, purchasing, revenue and financial information systems
- Monitors and evaluates the effect of legal and procedural changes related to accounting, fiscal reporting, and related functions
- Provides advice and consultation regarding the court's financial resources, policies, and procedures
- Performs supervisory duties, including hiring and training staff, assigning work, conducting performance evaluations, participating in disciplinary actions, and resolving employee grievances

MINIMUM QUALIFICATIONS

Education / Experience:

Education: Equivalent to graduation from an accredited four-year college or university with a bachelor's degree in accounting, economics, business, public administration or closely related field is required.

AND

Experience: Five years of responsible accounting and budgetary experience in a public, governmental or closely related agency, and more than three years of supervisory experience. (A master's degree in business administration or CPA may substitute for up to one year of the required experience.)

Any equivalent combination of training, education, and experience which demonstrates possession of and competency in requisite knowledge and abilities as determined by the Court Executive Officer.

SPECIAL REQUIREMENTS

Must possess a valid California Class 'C' driver's license. Ability to qualify for security clearance through fingerprinting, traffic and criminal record background investigation, and random drug testing. Ability to regularly lift, shift, push/pull, load, and unload, retrieve, move, and stock items weighing up to 20 lbs.; reach above head, bend, stoop and/or crouch.

EMPLOYEE BENEFITS:

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental, and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The Court makes considerable contributions to health and retirement benefits on behalf of the employees.

The Court also provides paid time-off:

- Paid Holidays – Full-time employees receive 14 paid holidays
- Paid Annual Leave – Full-time employees initially accrue 22.5 days per year, accruals increase based on years of service.

Health Insurance: The Court offers three levels of medical coverage for employees to elect. The Court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive Court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of Court-sponsored medical insurance.

Life Insurance: The Court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the Court-paid \$40,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

Retirement: The Court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

Deferred Compensation: The Court offers employees the ability to participate in a 457 deferred-compensation plan.

Employee Assistance Program (EAP): The Court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

CLOSING DATE:

Open Until Filled

REQUIRED APPLICATION MATERIALS:

- Letter of Interest
- Resume
- Court Application

A resume sent without the additional required application materials will not be reviewed.

Application materials must be submitted as a **single e-mail attachment in PDF format** to court email: **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California
County of Kings
Attn: Human Resources Division
1640 Kings County Drive
Hanford, CA 93230
(559) 582-1010 Extension 6021

The Court Application is available on our website: [Employment | Superior Court of California | County of Kings](#)

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]