



SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN BERNARDINO

invites your interest in the position of

DIRECTOR OF FINANCIAL SERVICES



Recruitment Services Provided by Ralph Andersen & Associates

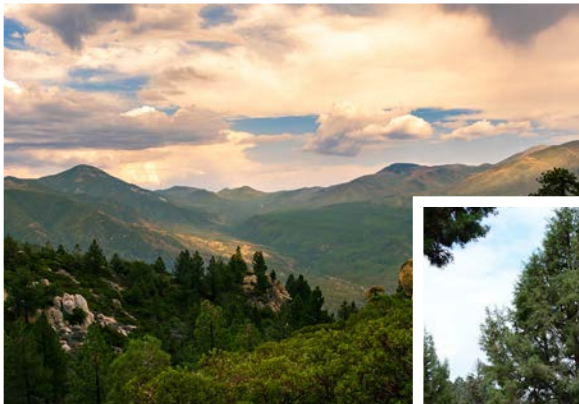
Outstanding Career Opportunity

The San Bernardino Superior Court is recruiting a highly motivated and versatile finance professional to serve as its next Director of Financial Services (Director). The Director will be responsible for developing and monitoring court-wide financial controls, training and ensuring financial operations are in compliance with local, state, and federal laws and regulations.



The Region

The San Bernardino Superior Court (SBSC) is located in San Bernardino County. San Bernardino County (County), frequently referred to as the **“Inland Empire”**, is in beautiful Southern California and is one of the fastest growing areas in the country. The County encompasses over 20,000 miles of diverse geography and climate and serves a population of more than 2 million. It has three distinct geographical areas: **desert, valley, and mountains**. Each geographical area is home to one or more court districts.



The Region continued

The County provides access to a variety of community resources, major businesses, and generous shopping opportunities, as well as cultural activities and quality education through its museums, theaters, and excellent schools. There are mountain and desert resorts, oak trees, pine trees, and palm trees – all in your backyard. The region provides superb outdoor recreational settings for skiing, hiking, biking, camping, and golfing, and includes Lake Arrowhead, Big Bear, and Joshua Tree National Park. For sports enthusiasts, the area is also home to three baseball teams.

Numerous colleges and universities, including Loma Linda University, California State University at San Bernardino, and the University of Redlands, provide residents with outstanding opportunities for education. In addition, many of Southern California's major attractions, beaches, and an international airport, are within close-proximity – all this and affordable housing!



The Organization

The San Bernardino Superior Courts serves the largest geographic county in the contiguous United States – reaching south of the San Bernardino Mountains to the Nevada border and the Colorado River, encompassing 24 cities and 104 unincorporated communities and a population of over 2,225,586.

The Fiscal Year (FY) 2023-24 Budget is \$214 million and is supported by approximately 1,200 employees and 103 judicial officers who serve the needs of the court and community by providing operational, administrative, and clerical support. This year's share of state funding marks the first time that the Court has been funded at 95% of its workload need and allows for the necessary resources to allow SBSC to continue to invest in innovation, renovation, strengthen its infrastructure to improve service delivery, and modernize business processes.



San Bernardino Superior Court

Financial Services Department

The Director of Financial Services will oversee a talented team of approximately 45 FTEs and is responsible for managing a wide range of financial programs for the Court.

The Position

The Director of Financial Services, working under the general direction of the Chief Deputy Court Executive Officer of Human Resources and Finance, is responsible for managing a wide range of financial programs for the Court including contracts and procurement, trust fund accounting, accounts payable, accounts receivable, cost accounting, grant accounting, monitoring special revenue funds, administration of a collections program, revenue distribution, cash management, including, cash flow projections, cash handling, special projects, and budget management and oversight for the entire court. Incumbents perform highly complex analyses and provide sound professional recommendations and assistance to court executive management, judicial officers and committees on strategic and long-term financial planning, budget development and policy formulation.

Other key responsibilities of the Director of Financial Services include:

- Plans, directs, and organizes all court financial functions, including budget development and implementation, revenue management, collections, and preparation of financial reports; evaluates policies affecting court financial and audit functions; develops and implements policies and methodologies to ensure compliance with applicable laws and court rules, enhance services, and facilitate efficient and secure processing and disbursement of funds; ensures the timely and accurate preparation of financial reports, analyses and scenarios.
- Leadership and mentoring of finance team; fostering collaborative internal and external relationships to strengthen shared financial understanding.
- Oversight of special projects to modernize and improve financial reporting, access to and understanding of financial data, and commitment to continuous improvement.
- Establishes internal policies, controls, and guidelines for accounting, responsible for the training and development of court staff in best practices related to financial services and reporting responsibilities. Cash management, budget, contract administration, and other fiscal and administrative services; identifies operational issues and makes recommendations for resolutions.



The Position *continued*

- Analyzes trends, new legislation, and statutes for impact on court financial policies and procedures; confers with judicial officers, court leadership, Judicial Council support staff, and other governmental agencies on interpretation of laws; directs the revision and implementation of policies and procedures to comply with new legislation.
- Review and evaluate the effectiveness of all financial and accounting systems and establish procedures to ensure efficient reporting compliance with local, state, and federal laws, rules, and regulations.
- Prepare or supervise the preparation of a variety of complex fiscal and management reports and correspondence; perform special studies as assigned including periodic reports which reflect the Court's overall financial position.
- Provides support to the Judicial Budget Committee and other judicial and non-judicial committees within the court.

The Ideal Candidate



San Bernardino Superior Court is seeking a talented and collaborative Director who has a solid finance background and the willingness to drive innovation and excellence. The Director must have the highest level of integrity and be able to establish credibility and mutual respect as a decisive, results-oriented professional committed to transparency and fiscal accountability with strong communication skills. The ideal candidate will be a hands-on leader, comfortable with engaging directly to accomplish department

objectives. Importantly, the candidate will have strong project management and organizational skills to manage multiple projects and priorities and a demonstrated ability to work well with all levels of judicial and management staff and build positive working relationships. Significant emphasis will be focused on technology upgrades and enhancements, workflow process improvement and automation within the department and building a strong, positive, and engaged team.

The ideal candidate will be an exceptional listener and strong communicator who can effectively cultivate and maintain cooperative working relationships, exhibiting the ability to address issues and challenges tactfully and diplomatically. This top candidate will also have exceptional analytical skills complemented by critical thinking and high emotional intelligence. The new Director will be a leader and motivator, encouraging quality, efficiency, ethics, and customer service-oriented work.

The Ideal Candidate *continued*

Personal traits and characteristics include:

- Confident and engaging professional who has outstanding communication, interpersonal, and leadership skills with passion and skill for incorporating best practices.
- A strategic and forward-thinking financial advisor who can operate at a high level yet is involved in day-to-day fiscal operations.
- Desire to collaborate and foster a culture of inclusion, building strong working relationships within the Court and externally with outside agencies, organizations, and consultants.
- Ability to lead and motivate others to achieve organizational goals and successfully guide the financial health of the organization going forward.

Qualifying Education and Experience

Graduation from an accredited four (4) year college or university with Bachelor's Degree in business administration, finance or accounting and at least five (5) years of progressively responsible experience in complex financial, statistical and budgetary analyses, including two (2) years of supervisory experience. Additional financial training/professional certification or a master's degree may be substituted for experience for up to two years of experience.

Experience in a California court or other government agency is preferred. This opportunity is open to candidates both from California and across the nation, provided they have the right experience to be successful in the role.



Compensation and Benefits

The annual salary range for the Director of Financial Services is \$162,031 to \$190,882. The starting salary will be based upon qualifications and experience. It should be noted that this position has also been approved for a 3% cost of living adjustment (COLA) effective October 2024.

San Bernardino Superior Court offers a competitive benefits program, which will include:

Health and Welfare Benefits

Medical: The Court offers a variety of comprehensive health plan options to fit individual employee needs. The Court contributes up to \$200.00 in benefit plan dollars each pay period to help full-time employees pay for health premiums. In addition, the health plan subsidy the court contributes toward employee cost ranges from 58% to 59% of the lowest cost HMO plan based on the plan and level of coverage. Effective January 1, 2024, the court contribution will increase from 58.5% to 60%.

Dental: The dental subsidy is equivalent to 100% of the employee only DPPO.

Vision: Court-paid plan for employees and eligible dependents. No co-pay/deductible for eye exams; frames and standard lenses or contact lenses (in lieu of standard lenses) every twelve (12) months.

Short-Term Disability: Court-paid benefit that provides partial income replacement in the event that an employee is unable to work due to a non-work-related disability.

Long-Term Disability: Court-paid benefit that provides partial income replacement in the event that an employee is unable to work due to a non-work-related disability.

Life Insurance: Court-paid basic life insurance benefit of \$100,000. Additional supplemental life and AD&D insurance benefits may be purchased voluntarily.

Medical Reimbursement Account: Flexible Spending Account (FSA) that helps participating employees lower their taxable income. Under this plan, employees elect to set aside pre-tax money each pay period to pay for eligible out-of-pocket medical expenses for themselves and their eligible dependents that are not paid by insurance or reimbursed by any other benefit plan. The Court contributes a dollar for dollar match up to \$20.00 per pay period up to a maximum of five-hundred dollars (\$500.00) per plan year.

Dependent Care Assistance Plan: This is a type of Flexible Spending Account (FSA) that helps participating eligible employees lower their taxable income. Under this plan, employees may set aside pre-tax dollars to pay for qualified childcare or dependent care expenses that are necessary for the employee and/or spouse to continue working.

Health & Fitness Club Reimbursement: Maximum reimbursement of \$324 annually.

Leave Allowance

Vacation: After completion of the requisite hours of continuous service, employees are eligible to use accrued vacation allowance. Depending on length of service, employees may accrue up to 200 hours annually.

Administrative Leave: Eighty (80) hours of additional leave to be used during the calendar year, prorated depending upon start date.

Holiday: Fourteen (14) paid recognized holidays and the accrual of two (2) floating holidays annually.

Sick Leave: Employees in regular positions accrue approximately 3.69 hours of sick leave per pay period to use instances of authorized absences due to illness, injury, or medically related appointments.

Voluntary Time Off (VTO): Employees are eligible to receive one hundred twenty (120) hours of unpaid leave annually.



Retirement and Deferred Compensation Plans

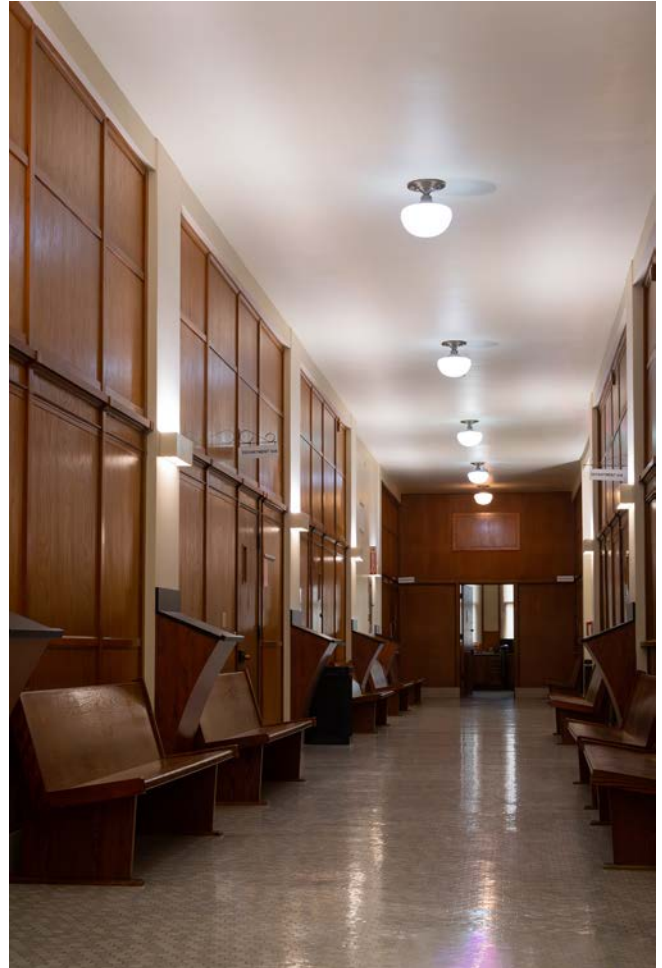
Retirement: The Court is a 1937 Act employer. More detailed information may be found by contacting SBCERA at (909) 885-7980 or toll-free at 1-877-722-3721 or by visiting the website at San Bernardino County Retirement Association. The Court does not pay into the Social Security system; however, it does contribute to Medicare. Retirement benefits subject to change. Current contribution rates can be accessed [here](#). General information pertaining to SBCERA may be found [here](#).

Deferred Compensation: Employees are eligible to participate in the Court's 457 and/or the 401(k) Deferred Compensation Plans. These are supplemental retirement plans that permit employees to defer a certain portion of their pre or post tax salary, within certain Internal Revenue Service (IRS) limits, to an account maintained by an investment service provider. Participating employees in the pre-tax option postpone paying taxes on the deferred portion of their income.

401(k): The Court matches two (2) times the employee's contribution, not to exceed 4% or 8% of the employee's biweekly salary.

457: Employees may elect to have a percentage of their salary or a flat amount deferred for a pre or post tax investment.

Retirement Medical Trust: This plan helps with the high cost of health care expenses after retirement. Active employees with ten (10) years of public sector service are eligible to participate. Under this plan, eligible retired participants pay for qualified expenses on a non-tax basis. All contributions, earnings, and reimbursements are tax free. The trust is funded by the eligible cash value of the participant's sick leave upon separation of service and Court contributions. The Court contributes .5% of the employee's biweekly salary to the trust.



Additional Benefits

Tuition Benefit: The Court shall provide \$50.00 per pay period to be used for job related education or career development or to reimburse membership dues in professional organizations.

Car Allowance: The Court contributes \$276.92 plus mileage or \$346.15 without mileage, per pay period.

Cell Phone: The Court may provide reimbursement of \$55.00 per month.

Flexible Work Schedule: The Court recognizes the importance of work/life balance. Employees may request alternative work scheduling or flexible work schedules when classifications meet the requirements.

Commuter Services: This program assists with providing information on carpools, rideshare matching, and public transportation options. The Court offers incentives for employees eligible to participate in ridesharing activities.



Application and Selection Process

This position is open until filled. The first review of resumes will take place on **Monday, January 15, 2024**. Interested candidates should apply immediately by submitting a cover letter and a comprehensive resume via email to apply@ralphandersen.com. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. References will not be required until mutual interest has been established.

Only the most qualified candidates will be invited to an initial video screening conducted by Ralph Andersen & Associates. Top contenders will be advanced to a video panel interview to be held in February 2024. In-person interviews will then be held for a select group of finalist candidates.

Candidates should be prepared to undergo a detailed background and reference check as part of the final steps in a comprehensive evaluation and selection process.

Any specific questions should be directed to Ms. Heather Renschler or Ms. Serena Wright-Black at 916-630-4900 or alternatively, a specific request for a confidential discussion should be directed to scheduling@ralphandersen.com.

San Bernardino Superior Court is an equal opportunity employer and will provide reasonable accommodations to all applicants who are qualified individuals under the ADA.



www.sb-court.org