

Superior Court of California County of Mono

INVITES APPLICATIONS FOR THE POSITION OF

Fiscal Manager

Salary Range: \$83,557 - \$111,974

Plus \$3,500 Relocation Allowance

Application Deadline: March 20, 2026



Mammoth Lakes Courthouse – the Main Courthouse for the Superior Court of California, County of Mono





McLeod Lake-10 minute drive from downtown Mammoth Lakes-with a hike

Live, Work and Play in one of the Most Beautiful Places in California-the Eastern Sierras

The Fiscal Manager position is based at the main courthouse for the Superior Court for Mono County located in Mammoth Lakes. The town of Mammoth Lakes is a well-known destination ski resort but it has much more to offer. Mammoth Lakes provides an entertainment, shopping and cultural center for Mono County. There are numerous restaurants, live theater, community college, luxury outlet shopping, movie theater and concert venues in Mammoth Lakes.

Mono County is a year round resort destination with Mammoth Mountain, Yosemite Park, Mono Lake and other places of natural beauty. The eastern gateway to Yosemite National Park is less than a 45 minute drive from the main courthouse in Mammoth Lakes. Working for the Mono County Superior Court provides an opportunity for professional development as well as enjoying the many recreational activities that California is known for: skiing, snowmobiling, hiking, kayaking, dirt motor biking, golfing, mountain biking, windsurfing, waterskiing and more.

The Fiscal Manager Position

The Superior Court for Mono County (Court) is recruiting to fill a management position of Fiscal Manager, an at-will position that reports to the Court Executive Officer (CEO). The Fiscal Manager is responsible for the management of the Court's two-person Fiscal Unit which will consist of The Fiscal Manager and a Fiscal Clerk. Management responsibilities include, but are not limited to: developing, preparing and coordinating the Court's budget, grants and contracts administration; monitoring and evaluating revenue expenditures relative to budget projections; monitoring fiscal operations for conformance with various policy/procedural and legal requirements; and providing consultation and recommendations to the CEO on complex state and county fiscal issues affecting the Court. Because of the small size of the Court and of the Fiscal Unit, the Fiscal Manager position not only has management responsibilities but also "hands on" fiscal operations responsibilities such as account reconciliations/analyses, spreadsheet preparation, use of analytical tools and cash handling as necessitated by operational needs.

The functions of the position include but are not limited to:

1. Acting as the courts primary budget officer, developing and courting the collection of data, and coordinating management participation in budget development
2. Monitoring the Court's fiscal condition on an ongoing basis, recommending and taking corrective action for budget variances; preparing long-range budget projections and fiscal plans to support effective Court operation
3. Controlling Court expenditures for compliance with state government disbursements standards
4. Drafting, negotiating and monitoring, directly or through subordinate staff, contract or grant applications
5. Preparing special reports and or studies for Court management, California Judicial Council and state government, as required
6. Preparing and implementing fiscal policies and procedures consistent with state guidelines
7. Interacting with local and state banking institutions in matters of cash operations and control
8. Other duties as assigned by the CEO or as become necessary to meet operational needs

The Court in Mono County

The Superior Court for Mono County (Court) has three Judicial Officers—two judges and a part-time commissioner. The Court has two courthouses, the Mammoth Lakes location and the historic courthouse in the county seat of Bridgeport. There are 13 full-time staff positions. The management team for the Court consists of the CEO, Operations Manager, Fiscal Manager and IT Manager.



Mammoth Lakes Courthouse in Winter-Mammoth Mountain in the background

Ideal Candidate should have the following:

Knowledge of:

- California state budget development process, structure of California's Judicial Branch, governance of California Superior Courts, judicial administration and Court operations management
- Theories, principles and practices of accounting and their application in governmental organizations;
- Laws and regulations affecting court fiscal operations
- Budget analysis, formulation, control and their practical applications in government, principles and practices of public administration and organization
- Automated fiscal management systems and Microsoft software

Ability to:

- Conduct and direct analysis of complex administrative and budgetary issues, rules and regulations
- Direct, coordinate, review, prepare and control Court budgets, fiscal reports and supporting documentation
- Analyze problems, identify alternative solutions and implement recommendations
- Effectively represent the Court and fiscal matters with state entities, the county and other outside agencies
- Plan and manage the work of the fiscal unit staff and other Court staff assigned fiscal operations tasks as needed
- Establish priorities and successfully coordinate competing activities, and communicate effectively with CEO, judges, other court management staff, and Court line staff

Minimum Qualifications

Any combination of training and experience which would likely provide the required knowledge and abilities listed above is qualifying. A typical way to obtain the required knowledge and abilities would be: a bachelor's degree from an accredited college or university with a major in business administration, public administration, or accounting, or related field and four years of increasingly responsible experience in a managerial or accounting position performing fiscal or budgetary analysis. Experience with California Court budgeting, public sector budgeting, a master's degree and/or a CPA are highly desirable for this position. Additional qualifying experience may substitute for the suggested level of education on a year-for-year basis.

Benefits

- **Relocation Allowance:** \$3,500 one-time payment for the applicant who is hired if they are not a resident of the Eastern Sierra.
- **Vacation, Personal Holidays & Merit Leave:** Upon initial employment, 10 vacation days per year. After three years of service, 15 vacation days per year. After six years of service, 17 days per year. After 10 years of service 20 days per year. Upon initial employment, 10 Merit Leave days per fiscal year. Upon initial employment, three personal holidays per calendar year.
- **Sick Leave:** Sick leave is accrued at the rate of nine hours per month.
- **Health Plan:** The Court pays 100% of medical, dental and vision premiums. A cash-out option is available for employees who opt out of the Court provided health plan.
- **Retirement:** Court employees participate in CalPERS. Court Employees that are hired on or before December 31, 2012 have the benefit formula of 2.5% at 55 using an average of the employee's three highest years of compensation. Any Court employee who is hired after December 31, 2012 will be subject to new CalPERS guidelines.
- **Additional Benefits:** Court employees may also participate in IRS section 125 cafeteria plan that includes a flexible spending account, dependent care account, and optional insurance elections that include Cancer Care, Supplement Life, Accident and Disability Insurance. Deferred compensation is also available.

How to Apply

Interested persons are to submit a résumé, and a completed Court application. Application forms may be obtained on the Court's website, www.mono.courts.ca.gov or by calling the Court at (760) 923-2321. Completed application packets may be e-mailed to the following email address: hr@mono.courts.ca.gov or sent by regular mail to:

Mono County Superior Court
Human Resources-Fiscal Manager Recruitment
P.O Box 1037
Mammoth Lakes, CA 93546

Completed applications must be received by the Court on or before 5:00 p.m., on March 20, 2026.



The "Meadows Preserve"-5 minute drive from the Mammoth Courthouse