



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONO**

Job Title:	Fiscal Manager						
Reports To:	Court Executive Officer						
FLSA/Representation Status:	Exempt						
Salary Range:	84A 6,963 84B 7,311 84C 7,676 84D 8,060 84E 8,463 84F 8,886 84G 9,331						
Prepared Date:	01/15/2026						
Approved By:	Lester Perpall, C.E.O.						
Approved Date:	01/15/2026						

Job Description

Summary: Provides a wide range of professional-level accounting services related to fiscal analysis and accounting support for the court by performing the following duties.

Essential Duties and Responsibilities: Include the following; other duties may be assigned:

- Posts transactions; prepares ledger entries, original entries, reconciliations, and trial balances.
- Reviews ledgers, reports, and other financial and statistical documentation for accuracy.
- Collects financial and statistical information; compiles and prepares periodic and ad hoc financial and statistical reports (e.g., periodic operating budgets, quarterly financial reports, monthly receipts disbursement allocations, outstanding trust inventory and balance reports) and other analyses as required by statute, rules of court, and management.
- Computes obligations, and collects and verifies supporting documentation and approval for payables, including payroll.
- Prepares accounting system documents (e.g., vouchers, encumbrances, warrants, checks) for approval.
- Interfaces with County Auditor-Controller, Judicial Council of California, State Controller's Office, and other outside entities on accounting- and statistical-related matters.

Judgment and Responsibility: Individual works on a generally established set of tasks as well as scheduled and ad hoc projects as directed by the Court Executive Officer. Individual works in accordance with generally accepted governmental accounting principles, and court and State policies, procedures and standards. Most work is performed independently, with regular review by supervisor. Individual has responsibility for the work of one direct report in the Fiscal Clerk position.

Education and/or Experience: General educational development at a level typically associated with advanced study during completion of a general bachelor's degree curriculum, including formal training or equivalent substantive experience sufficient to understand and apply general and governmental accounting principles and practices.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.