



## SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN BERNARDINO

Invites your interest in the position of

# CHIEF FINANCIAL OFFICER

**Annual Salary Range \$188,208 to \$240,868**

(3% cost of living adjustment (COLA) effective October 2024.)

*First review of resumes will occur Friday, August 9, 2024*





## Outstanding Career Opportunity

The San Bernardino Superior Court is seeking an experienced and solutions-oriented California Court Financial professional to serve as its next Chief Financial Officer (CFO). The CFO is the highest-level executive over the financial operations of the Superior Court of California, County of San Bernardino. The position is responsible for planning and managing the development, implementation, and communication of large-scale change management efforts consistent with fiscal strategic goals and performance targets set forth in the Court's strategic plan.



## The Ideal Candidate

The CFO reports directly to the Court Executive Officer. The Chief Financial Officer is a single incumbent executive management classification and is responsible for providing leadership, and ensuring the fiscal health and integrity of the Court. This position requires a combination of financial expertise, leadership skills, and a commitment to upholding the principles of justice and accountability within the court system. The top candidate for this position will have a passion for public service and a dedication for leading and inspiring a diverse team, fostering a culture of collaboration, accountability, and professional growth.

The CFO will oversee a talented team of approximately 45 staff and play a pivotal role as a strategic partner to the Court.

The successful candidate will have a strong understanding of court operations and procedures, with experience in providing strategic guidance and support to court officials and stakeholders. They will have a solid background in overseeing California Court operational functions, including budget management, resource allocation, and performance evaluation, to ensure efficient and effective delivery of services.

The candidate will have proven experience in strategic planning and execution, with the ability to align departmental goals with organizational objectives while navigating complex challenges, including budget constraints.

## Other key responsibilities of the Chief Financial Officer include:

- Directs the development and implementation of accounting and controlling systems, policies, and procedures; advises the CEO and other organizational leadership on the financial consequence of both proposed and implemented policy decisions.
- Develops and implements financial strategies aligned with the court's mission and objectives. Works closely with CEO and judicial officers in setting and carrying out the vision, mission, and objectives for the Court. Provides leadership and effectively works with directors and managers to develop and retain qualified staff and to ensure a culture of innovation, high-performance, and a customer service-oriented work environment that supports achieving the court's mission, objectives and values regarding teamwork, mutual trust, and respect; applies process improvement and quality management principles to assigned areas of responsibility.
- Oversees the Court's Contracts & Procurement Unit to ensure effective and efficient procurement and contracting practices in compliance with the Judicial Branch Contracting Manual.
- Oversees that financial audits processes are conducted effectively, timely, resulting in reliable financial reporting, compliance with regulations, and strengthened internal controls to uphold the integrity and trust in the Court's financial operations.

## Qualifying Education and Experience

A Bachelor's degree from an accredited college or university with major course work in finance, business administration, public administration, or a closely related field; master's degree or CPA is preferred.

At least seven (7) years of fiscal experience in a governmental agency, which includes responsibility for, and participation in, financial management including budget preparation, execution, and control, with at least three (3) years of formal leadership experience supervising professional accounting staff and/or financial analysts; California trial court finance and budget experience is highly preferable .

In lieu of degree, (10+) years of relevant experience is acceptable with at least four (4) years of formal leadership experience supervising professional accountants and/or financial analysts; preferably in a California trial court setting.



## Compensation and Benefits

The annual salary range for the CFO is \$188,208 to \$240,868. 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.

**The Superior Court of San Bernardino provides a competitive total compensation and benefits package, which in part includes:**

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**Medical Benefits:** Medical plans, court contribution ranging from 58.5% to 60%, increasing Plan Year 2026. Plus \$200/per pay period in benefit plan dollars, increasing to \$250 Plan Year 2026.

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**Short and Long Term Disability:** 100% court paid

**Life Insurance:** \$100,000 plan, 100% court paid, additional coverage available.

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**Retirement:** SBCERA 2.0%@55 (highest 12- consecutive months) "classic" members, 2.5@67 for new members (PEPRA). The Court does not participate in Social Security. Additional information can be found at [www.sbcera.org](http://www.sbcera.org).

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**401(k):** Optional tax-deferred plan that includes an employer match not to exceed 4% of employee biweekly salary, **457(b) Plans:** Optional pre or post tax investment of a percentage of their salary, or a flat dollar amount. There is no employer match.

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**Retirement Medical Trust:** Court contributes .5% of eligible compensation per pay period, based on eligibility for incumbents with prior public service and reciprocity.

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**Dependent Care and Flexible Spending Account available**

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**Health & Fitness Club Reimbursement:** maximum of \$324/annually.

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**Car Allowance:** up to \$346.15 per pay period\*

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**Cell Phone Stipend:** \$80/per month

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**Commuter Services Program:** incentives to participate in ridesharing activities.

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**Telework and Flexible Work Schedule Programs**

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**Vacation:** 80 hours per calendar year (pro-rated based on start date) and available first day of employment. Accrual rate up to 200 hours annually for incumbents who have prior public sector retirement participation, based on eligibility.

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**Administrative leave:** 80 hours per calendar year (pro-rated based on start date).

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**Sick Leave:** Approximately 3.69 hours/per pay period\*.

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**Voluntary Time Off (VTO):** up to 120 hours annually, based on eligibility.

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\*26 pay periods annually

## The Organization

The San Bernardino Superior Court 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 2,225,586.

The Court's Fiscal Year (FY) 2024-25 Preliminary Budget is \$209 million and is supported by approximately 103 judicial officers and 1,200 employees who serve the needs of the court and community by providing judicial, operational, administrative, and clerical support in ensuring access to justice. For the first time ever, in Fiscal Year 23-24, the Court received funding to bring it to 95% funded of its workload-based need. This equity in funding allowed the Court to invest in the necessary resources to allow investment in innovation, renovation, strengthening its infrastructure to improve service delivery, and modernize business processes. The Court is looking for a seasoned California court finance professional who can continue to support modernization, strategic planning, and investment in high ROI projects to support the Court in navigating the potential multi-year impacts of the State's projected \$46 billion shortfall. The Court remains committed to maintaining its standards of excellence and pursuing innovative solutions to sustain its mission and goals and to continue to deliver on equity in access to justice in the short and long term.

## Application and Selection Process

This position is open until filled. The first review of resumes will take place on **Friday, August 9, 2024**. Interested candidates should apply immediately by submitting a cover letter and a comprehensive resume via the Court's career opportunities portal [link](#). 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 a panel interview. Contingent on start date, successful candidate may transition/onboard with current CFO.

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 or alternatively, a specific request for a confidential discussion should be directed to **Laura Zamora, Director of Human Resources**, [LZamora@sb-court.org](mailto:LZamora@sb-court.org).

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](http://www.sb-court.org)