



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC121324N

Fiscal Advisor I (Posting # SCN121324FAI)

Opening Date: 12/13/2024

Closing Date: 12/27/2024

Vacancy Exist

Salary: \$40,386.05 - \$47,513.00 (85% Midpoint - Midpoint) Pay Grade 10
(Fiscal Advisor I)

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington

(Please check the location on your application.)

Nature and Scope:

This level represents technically advanced support of complex fiscal/financial/auditing functions. Work is distinguished from the Fiscal Associate class series by regularly applying accounting principles, practices, and standards to analyze, reconcile, summarize, and report on financial data, and maintain internal controls. Employees in the Fiscal Advisor classifications perform some processing and fiscal support work as an adjunct to higher-level primary duties.

Work encompasses the full range of activities as described in Essential Functions. Handles statewide duties which may require travel.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of every job duty for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Reviews and analyzes financial transactions and records to determine accuracy and monitors adherence to agency budget, applicable agreements, grants, or contracts, as well as state or federal laws, rules, and regulations.

- Analyzes, reconciles, and consolidates data to the general ledger from journals, records, and documents. Makes corrections, updates, and adjustments to trial balances as need to reconcile and maintain a clean audit trail.
- Reviews financial transactions, classification and codes to ensure accuracy and recommends changes.
- Maintains internal controls and applies accounting principles, practices, and standards.
- Provides advice and technical guidance on matters in assigned fiscal function(s).
- Compiles, analyzes and prepares a variety of statements and reports for utilization of financial, budget, and personnel planning.
- Researches and provides data, reports and other documentation to state, federal and independent auditors and for other requests for financial information.
- Uses commercial and proprietary automated information systems and computer software to research, review, evaluate, and report on financial data.
- Delivers excellent customer service to internal and external customers and the public in person, electronically, or by written communication.
- Communicates and interacts effectively with people across cultures, ranges of ability, genders, ethnicities, ages, and races.
- May be responsible for purchasing, disbursement, and inventory of equipment and supplies.

Minimum Qualifications:

Please address each item separately on the Minimum Qualifications page of the application.

Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must have education, training and/or experience demonstrating competence in each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

Applicants must have education, training and/or experience demonstrating competence in each of the following areas.

Fiscal Advisor I Minimum Qualifications:

1. One year of experience in processing accounting, auditing or payroll transactions following applicable laws, rules, regulations, standards, policies and procedures.

OR

Six months' experience in auditing, examining, preparing, analyzing or reconciling financial accounts and ensuring compliance with applicable laws, rules, regulations, standards, policies and procedures.

OR

1. Possession of an Associate’s degree or higher in Accounting or related field.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits:

- This position may be eligible for an Alternative Work Schedule or to Telework after successful completion of the employee's probationary period.
- To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits>

Submitting Your Application:

Visit the website at <http://courts.delaware.gov/career/>

Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.superior@delaware.gov (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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