



COUNTY OF SAN BENITO
Established Date: Jan 7, 2008
Revision Date: May 22, 2018

Assistant Auditor-Controller

Class Code:

CM

Bargaining Unit: Confidential Management

DEFINITION

Under general direction, to assist the County Clerk-Auditor-Recorder in the daily administration of the Auditor-Controller's Office; to plan, organize and direct the work of subordinate supervisory, professional, technical and support staff; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Auditor-Controller is a single-position assistant department head classification with administrative responsibility for providing supervision and administrative oversight of the Auditor-Controller's Office. Work is performed within a broad framework of general policy. The Assistant Auditor-Controller exercises broad judgment in defining work objectives and determining methods and systems to meet objectives and acts as Department head in the absence of the County Auditor-Controller.

REPORTS TO

Receives general direction from the County Clerk-Auditor-Recorder. Exercises general and direct supervision over professional, technical and support staff.

CLASSIFICATIONS SUPERVISED

Auditor-Accountant I, II, III; Accountant I, II, III; Accounting Supervisor and other positions, as assigned

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes and directs the daily functions of the Auditor's Office, including but not limited to budget and administration, payroll administration, fixed asset accounting, procurement, general accounting, accounts payable, auditing, and general financial management and reporting
- Supervises and evaluates the performance of assigned professional, supervisory, technical and clerical accounting staff. Provides for appropriate professional / technical development for assigned staff, and implements disciplinary action as appropriate
- Provides technical accounting expertise to department staff and other County personnel, including department heads, the County Administrator, members of the public and outside auditing firms.
- Analyzes, revises, drafts and implements improved accounting systems, policies and procedures.
- Maintains accurate, complete and complex accounting records and prepares necessary financial and statistical reports
- Prepares work papers, financial statements and various reports for the County, state, federal agencies and other organizations, as well as for internal auditing purposes
- Prepares County Annual Financial Report in conformance to Governmental (GAAP) generally accepted accounting principles for all governmental, proprietary and fiduciary funds
- Evaluates and re-examines journals and ledgers that pertain to revenues, expenditures and balance sheet accounts until corrected balances are obtained
- Reviews payroll timecards to determine compliance with County policies and procedures.
- Presents departmental financial requests to the Board of Supervisors
- Compiles, prepares and reports the annual County Adopted budget to the State Controller's Office

- Represents the County Auditor with the public, boards, commissions, and representatives of other government agencies as delegated
- Preparation of the departmental budget
- Responds to inquiries, requests for assistance and complaints related to County fiscal operations from County staff, Board members, other agencies and the general public
- Attends various meetings, workshops, seminars, etc., as required or appropriate to enhance job knowledge and skills
- Reviews audit reports and provides guidance in determining conclusions requiring policy decisions
- Performs related duties as assigned

TYPICAL QUALIFICATIONS- TRAINING & EXPERIENCE:

Knowledge of:

- All pertinent federal, state and county laws, codes, ordinances, regulations and standards pertaining to accountability of funds.
- Principles, practices, methods and procedures of fiscal management, including government accounting, fixed asset accounting, procurement and budgetary record-keeping and payroll.
- Principles and methods of county government administration.
- Modern principles and practices of supervision and training.
- English usage, spelling, grammar and punctuation; basic mathematics.
- Modern office procedures, practices and technology.
- Information systems technology and specific applications for financial record-keeping and reporting.

Ability to:

- Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.
- Train, supervise and evaluate assigned staff.
- Keep abreast of trends and requirements in County government financial record-keeping and reporting.
- Examine and verify financial documents and reports.
- Prepare a variety of financial statements and reports.
- Establish, revise and maintain financial records and procedures.
- Analyze complex problems, evaluate alternatives and make sound recommendations.
- Exercise sound, independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively both orally and in writing.
- Use computer programs for financial / administrative record-keeping and reporting.
- Perform accounting and mathematical computations with speed and accuracy.

Education and Experience:

Any combination of training and experience which would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree required with a major in accounting, business administration, finance, or a closely related field from an accredited four (4) year college or university.

AND

Two years of professional accounting experience at a level equivalent to the classification of Auditor –Accountant II/III in San Benito County with progressive responsible administrative, management and supervisory experience. Broad and extensive professional work experience in accounting, auditing, and financial analysis work, including experience with government agency financial administration is preferred.

SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain a valid class C California Driver's License
- May be required to pass a fingerprint/background investigation.

DESIRED QUALIFICATIONS:

- Valid certificate issued by the California Board of Accountancy showing the person to be a certified public accountant or a public accountant
- A certificate as a designated professional internal auditor issued by the Institute of Internal Auditors
- A Certified Public Finance Officer Certification from the Government Finance Officers Association

TYPICAL PHYSICAL REQUIREMENTS

Must possess normal manual dexterity, eye-hand coordination and mobility to work in a standard office setting and use standard office equipment, including a computer; corrected vision to normal range to read printed materials and a computer screen; and corrected hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification that requires sitting for extended periods although frequent standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff. This position does involve some travel for trainings and seminars

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.