

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Deputy Auditor-Controller
ALLOCATION: Auditor-Controller's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: July 2017

JOB SUMMARY:

Under administrative direction of the Auditor-Controller, is responsible for personnel issues and administration of the daily operations of the Auditor/Controller's Office, including assigning, directing, training, and reviewing the work of technical and professional staff; ensuring department accounting and reporting activities are in compliance with state and federal law; developing and monitoring the department budget; providing back-up and is familiar with the policies and procedures in all areas of responsibilities; and performs related work as assigned.

This single management position class assists the Auditor-Controller in planning, managing, conducting and overseeing all assigned department activities, including the general accounting, reporting, payroll and property tax functions consistent with Federal and State laws, legislation and administrative procedures.

CLASS CHARACTERISTICS:

This position reports directly to the Auditor-Controller. This class is distinguished from the Auditor-Controller in that the latter is an elected official and department head with overall statutory authority and management responsibility for all departmental activities, functions and staff and establishes department vision, goals, policies, practices and procedures.

EXAMPLES OF DUTIES:

Essential:

Staff Supervision

- Direct the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.
- Plan, organize, assign and evaluate the performance of subordinate staff; provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; initiate performance improvement plans, propose and administer discipline.
- Assist in the interview and selection of staff; provide for the training and professional development of department staff to ensure adequate skill sets for conformance with professional standards and County best practices.

Administration

- Plan, organize and direct the operations of the Auditor-Controller's Office, including the general accounting functions, financial reporting and records, accounts payable activities, property tax, and payroll activities.
- Assist in the development and implementation of department goals, objectives, policies, procedures and work standards for the department, under the Auditor-Controller's direction; supervise the development and monitoring of a long-term business plan and annual budget for the Auditor-Controller's Office, in accordance with County's strategic goals.
- Assist in the preparation and implementation the annual budget and special project budgets; administer approved budgets.
- Monitor and analyze changes in legislation that may affect department and/or County operations; evaluate their effect upon department activities; recommend appropriate policy and procedure modifications; and develop specific proposals for action; train staff related to changes in laws and regulations.
- Interpret and apply laws, rules and regulations to staff, the public and other concerned parties.
- Participate in the formulation and implementation of applicable financial goals, policies and procedures, ensuring adherence to industry best practices and standards; develop, implement, evaluate and revise work systems, work production standards and performance measures; ensure implementation and compliance with policies and procedures.
- Analyze current County business processes and practices to ensure high quality and effectiveness;

confer with the administrative and fiscal staff of the department and other County departments and agencies; recommend and implement or coordinate the implementation of new processes and practices to improve efficiency including payroll, property tax applications, collections, grant and project accounting, cost accounting, inventory and fixed assets; assist with the development of internal controls for countywide use.

- Analyze, recommend, create and maintain assets used by the Auditor-Controller's Office including computers and information systems to increase effectiveness and productivity.
- Develop, implement and manage special projects and participates in countywide special projects.
- Confer with and represent the County in meetings with employees and County departments, other governmental entities and community groups.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials; prepare or direct preparation and distribution of written and verbal information to inform County management, supervisors and employees of program requirements; make presentations before the Board, committees, the public, etc.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations related to the field of professional accounting and financial services, and otherwise maintain contacts with professionals to facilitate exchange of information.
- Maintain or direct the maintenance of accurate records and files; ensure the security of confidential records.

Important:

- Act on behalf of the Auditor-Controller on a relief or as-needed basis in matters related to areas assigned.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Act as a department representative in emergency or disaster response activities.
- Use various computers and standard office equipment in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Generally accepted accounting principles (GAAP), governmental accounting standards, practices and procedures.
- Pertinent federal, state and local laws, codes, regulations and standards related to governmental accounting, reporting and financial control.
- County processes, policies and procedures related to budgeting and accounting preparation, review and control.
- Principles and practices of administrative analysis and research.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training, development and discipline.
- Principles and practices of budget development and implementation.
- Administrative principles and practices, including program development, implementation, goal setting and evaluation.

Skill in:

- Interpreting, applying and explaining complex laws, regulations and procedures to a variety of individuals.
- Exercising sound independent judgment within general procedural guidelines.
- Overseeing the development, preparation and distribution of a variety of financial reports and statements.
- Project management; managing multiple priorities and situations concurrently.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
- Selecting, motivating and providing training and development for staff.
- Proposing and executing long-range financial strategic plans.
- Assisting in the development and implementation of goals, objectives, policies and procedures.
- Analyzing complex regulatory and administrative problems, evaluating alternatives, and adopting effective courses of action.
- Establishing and maintaining effective working relationships and county staff and the public, citizens, public agencies, boards and commissions, occasionally in stressful situations.

- Preparing and presenting financial information to a variety of groups.
- Preparing clear, accurate reports, correspondence and other written materials.
- Making accurate arithmetic and statistical calculations.

Ability to:

- Collaboratively advise management, administrative and fiscal staff on financial matters and conditions.
- Interact with others and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.
- Collaborate on topics that are sensitive in nature, involving multiple parties with competing interests.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Work within a team framework, both as a leader and a member.
- Organize own work, manage multiple projects/programs and meet critical deadlines.
- Communicate information and ideas clearly, concisely, logically and persuasively in a manner others will understand.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Mobility to drive a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office setting.
- May be required to travel to various worksites or locations.
- Occasionally may be required to travel for meetings or conferences outside of normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and credit check prior to hire.
- DMV printout prior to hire.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree with major course work in accounting, business administration, economics, finance, public administration or a field related to the work AND five years of progressively responsible professional experience in accounting or financial analysis which includes at least one year in a supervisory capacity. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum, possession of an active license as a Certified Public Accountant issued by the State of California, Board of Accountancy and additional years of supervisory experience as defined above.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept. Approval:
Date:

EEOC: A
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____