

ASSISTANT DIRECTOR OF FINANCE, AUDITOR-CONTROLLER

DEFINITION

Under general direction, to assist with planning, directing, managing, and overseeing the functions, operations, and services of the County Auditor-Controller's Office; to supervise and oversee the maintenance of accurate financial records; to serve as the Auditor-Controller upon the request or absence of the Auditor-Controller; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from non-supervisory personnel by the exercise of full supervisory responsibilities. In addition, incumbents perform a variety of highly complex professional accounting work. This classification is restricted to the Finance Department.

REPORTS TO

Director of Finance

CLASSIFICATIONS SUPERVISED

Payroll series, Accountant series, Fiscal & Technical Specialists series.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive regarding the complete set of job duties which may be assigned.)*

- Assists the County Director of Finance with planning, directing, supervising, and coordinating the functions and operations of the Auditor-Controller's office including financial reporting, payroll processing, accounts receivable and accounts payable.
- Coordinates accounting and reporting procedures with staff and other county departments.
- Maintains County financial system by reviewing transactions and ensuring accuracy of records for numerous governmental, proprietary and fiduciary funds; reviews all journal entries for accuracy and posting to the county general ledger.
- Assists with the preparation and compilation of the comprehensive annual financial report and single audit report including year-end closing procedures and reconciliation of all funds and accounts.
- Prepares the State Controller's Annual Financial Transactions Report
- Oversees Auditor-Controller property tax functions including preparation of the annual AB8 property tax apportionment factors, annual supplemental rates, annual property tax rates, annual unitary tax rate, annual debt service rates; manages direct assessments and corrections to the property tax roll; and oversees the apportionment of property tax revenue.
- Calculates the annual Appropriations (Gann) Limit.
- Assists with County Budget functions.
- Supervises the reconciliation of bank and general ledger cash to the County Treasury.
- Oversees and assists with the preparation of the County Cost Allocation Plan, Property Tax Administration Report and State Mandated claims.
- Prepares quarterly distribution of interest earnings to county funds.
- Oversees and assists with payroll processing, reporting, and reconciliation.
- Supervises accounts payable processing, 1099 reporting, and Special District accounting services.
- Supervisors the reporting and maintenance of the County's capital assets.
- Maintains current awareness of relevant legislation and makes necessary office procedural changes to implement legislative mandates.
- Serves as County Auditor-Controller in the absence of the Director of Finance, or when delegated to do so.

- Establish policies, procedures and controls related to the Auditor-Controller's office.
- Research and prepare various technical and administrative reports; prepare written communications.
- Plans, directs, organizes, assigns, trains, coaches and evaluates employees.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Knowledge of:

- Policies, operations, and functions of the County Auditor-Controller's Office.
- Pertinent Federal, State, and local laws, codes, rules, regulations, and policies affecting the financial operations and transactions of the County including those governing County Auditor-Controller procedures and functions.
- Principles and practices of budget development, preparation, and expenditure control.
- Accounting theory, principles, and practices and their application to a variety of accounting transactions and problems including government cost accounting.
- Auditing theory, principles, and techniques and their application to government finance.
- Principles and procedures of financial and statistical record keeping and reporting.
- Property tax procedures and guidelines related to Auditor-Controller functions.
- Principles of supervision, training, and performance evaluation.
- Modern office practices, methods, and computer equipment.
- Basic principles and techniques of management and program administration.
- Spreadsheet and database applications and operations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

- Analyze, develop, evaluate and modify financial data related to financial management, payroll, and property tax.
- Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the County Auditor-Controller's Office.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in the development and preparation of the assigned budget and expenditure controls.
- Perform the most difficult and complex account and financial record keeping work.
- Assist with performing the full range of County Auditor-Controller functions.
- Interpret, explain, and make recommendations on policies and procedures affecting the County Auditor-Controller functions.
- Effectively represent the County Auditor-Controller to the public, community organizations, and other government agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted during the course of work.

Training and Experience:

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

Experience:

Five years of increasingly responsible financial and account record keeping experience including two years of supervisory experience preferably working with the functions and operations of a County Auditor-Controller's Office.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration, or a related field.