

ASSISTANT AUDITOR-CONTROLLER

DEFINITION

Under general direction, the Assistant Auditor-Controller plans, directs, and supervises the operations of multiple divisions of the Auditor-Controller's Office; may act as the department head in the absence of the Auditor-Controller; and performs other related duties as assigned, including a broad range of special assignments.

DISTINGUISHING CHARACTERISTICS

This is a single position, assistant department head level classification in the Auditor-Controller's Office. The Assistant Auditor-Controller reports to the Auditor-Controller and supervises the management and operations of the following divisions or work units: Internal Audits and Systems Management, General Accounting, and Disbursements (Taxes/Payroll/Accounts Payable). The work of these divisions emphasizes responsibility for countywide functions, coordination and implementation of departmental programs and activities, the development of policies and procedures, and the strategic analysis of the most difficult and complex financial, accounting, and administrative issues.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Provides general oversight of departmental and divisional functions involving the County's Auditor-Controller's Office; works with and provides general direction to the division managers
2. Initiates, develops, prepares, reviews, and implements policies and procedures for use by County departments, Auditor-Controller's Office, and other agencies' staff
3. Provides fiscal consultation and issue resolution strategies to County departments, Auditor-Controller's Office, and other agencies staff on auditing and fiscal related issues
4. Reviews and evaluates department resources, systems, and processes for continuous improvement and effective operations
5. Completes a broad range of special assignments as directed by the Auditor-Controller, to facilitate and resolve issues that arise within various County departments, including responsibility for oversight of a County department during term of special assignment.
6. Oversees the work of contractors responsible for the County's systems and programs focused on fiscal management within the County; serves as liaison between the contractors, public agencies, and the County as appropriate.
7. Provides direct supervision of assigned staff; responsible for hiring, training, providing leadership and direction, assignment of work, evaluating performance, and disciplinary action when necessary.
8. Collects, analyzes, and prepares technical and statistical data and comprehensive written reports and summaries; prepares correspondence.
9. Supervises the Auditor-Controller's department budget preparation process and fiscal management.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles, methods, laws and regulations governing public finance administration, auditing, accounting, fiscal management, and budgeting
2. Principles and techniques of management, including program planning, fiscal analysis, budgeting, program implementation, administration, and evaluation
3. Conflict resolution techniques
4. Team building principles and practices
5. Development and management practices applied to analysis and evaluation of county auditing and fiscal management programs, policies, organizational structure and operational needs
6. Principles of strategic planning and implementation in a complex public agency

Working knowledge of:

1. Legal issues and interpretations relevant to division operations
2. Organizational and operational methods and systems of auditor-controller office functions

Skill and Ability to:

1. Analyze problems identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of county goals
2. Effectively plan, organize, direct, coordinate, administer and supervise assigned activities and programs
3. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of county goals
4. Recognize issues of a sensitive or political nature; exercise good judgment and initiative in facilitating discussions to resolve disputes; negotiates mutually satisfactory resolutions
5. Negotiate agreements with a wide range of public agencies that reflect the best interest of the County
6. Communicate effectively in writing, including skill in preparing a variety of reports, policy statements, and correspondence utilizing technical, accounting, and statistical information
7. Communicate effectively orally and use persuasion and diplomacy to achieve consensus and cooperation, especially on difficult or divisive issues
8. Understand, interpret, and apply laws, rules, and regulations as they apply to county Auditor-Controller's Office operations
9. Make effective presentations in public meetings to present findings, recommendations, and to respond to questions
10. Establish and maintain effective working relationships with individuals at every level of the organization and with members of external groups, including working effectively with other government agencies, appointed commissions, elected boards and officials, community groups, and joint public/private partnerships

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California class C driver license or be able to provide suitable transportation that is approved by the appointing authority
2. Pass a background investigation

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education:

Completion of the requirements for a bachelor’s degree from an accredited college or university in accounting, business administration, public administration, or a closely related field.

Certified Public Accountant (CPA), Certified Internal Auditor (CIA) Certified Information Systems Auditor (CISA) and/or. Certified Government Financial Management (CGFM) preferred,

Experience:

Five years (5) of increasingly responsible experience performing complex analysis in the areas of accounting, budgeting, auditing, policy and/or organizational operations for a county or other large governmental agency, including at least two (2) years at the managerial level.

CLASS HISTORY

Class Code: 12A02
Established Date: January 2011
Revised Date: (New)
Former Title: (New)

CLASS DATA

Job Group: 02
EEO Category: E
Work Comp. Code: 8810
Bargaining/Employee Unit: Y
FLSA: Exempt

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Approved by:

/s/ Irma Ramirez-Bough
Director of Human Resources

10/10/2018
Date