

# Assistant Auditor-Controller

Open Until Filled, First Review: December 19, 2019

\$78,516 - \$128,760 Annually

## COUNTY OF COLUSA

### Open to the Public

#### APPLICATION PROCESS

Applications may be obtained  
from and returned to:

Human Resources Department  
250 5th Street  
Colusa, CA 95932  
Phone: 530-458-0420

Scanned completed application  
packets may be emailed to  
[ccpersonnel@countyofcolusa.org](mailto:ccpersonnel@countyofcolusa.org)

Download application:  
[www.countyofcolusa.org](http://www.countyofcolusa.org)

#### REQUIRED APPLICATION MATERIALS

A complete application packet will  
include:

- A signed completed standard Colusa County Application REV.111317
- Cover Letter
- Resume

Submitting an incomplete packet  
may result in the disqualification  
of your application

The applications will be used to select the best-qualified applicant to participate in the selection process. A skills examination may be administered to those candidates meeting the minimum qualifications. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills and training experience. The top applicants will be ranked on a hiring list. The Auditor-Controller will make the final selection and appointment.



#### ABOUT THE POSITION

The County of Colusa is recruiting for an Assistant Auditor-Controller to supervise, plan, coordinate and perform accounting, financial reporting, auditing and budgeting activities for the County; to coordinate the activities and programs of the Auditor-Controller's office with other divisions and departments; to perform the most difficult and complex accounting work within the Auditor-Controller's office; and to provide highly responsible and complex staff assistance to the Auditor-Controller.

#### SALARY RANGE

\$78,516 – \$100,584 – \$128,760 annual

*The hiring salary range indicated above has six annual merit steps with approximately 5% between each step (\$78,516 – \$100,584). Annual advancement is based upon successful performance. The successful applicant can anticipate being offered a salary between steps 1 through 6 depending on experience and qualifications. The full salary range goes up to step 15 (\$128,760). Steps 7-15 are additional merit steps and eligibility for step advancement is based on 2 years of satisfactory performance at the previous step. Steps 7 through 14 provide increases of 2.5% each. Step 15 provides a 5% increase.*

#### BENEFITS

CalPERS retirement plan, **either 3% @ 60 for Classic members, or 2% @ 62.** *Important Note:* For 2020, employee-only through family coverage for health, dental and vision insurance will be covered entirely by the County contribution for employees who elect to enroll in the PERS Select health plan (80/20 plan). Deferred compensation plans available with monthly matching employer contributions; paid holiday, vacation, and sick leave; paid life insurance. This position is part of the Colusa County Management Coalition (CCMC).

#### MINIMUM REQUIREMENTS

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

- Four years of increasingly responsible experience in governmental accounting, auditing and financial reporting, including one year of administrative and supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field.

**RESPONSIBILITIES AND DUTIES** *Important responsibilities and duties may include, but are not limited to, the following:*

Coordinate the organization, staffing, and operational activities for the Auditor-Controller's office including accounting, financial reporting, auditing, and budgeting.

Participate in the development and implementation of goals, objectives, policies, and priorities for the County's accounting and financial control programs; identify resource needs; recommend and implement policies and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Select, train, motivate and evaluate accounting professional and clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for assigned services; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Coordinate activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Auditor-Controller; prepare and present staff reports and other necessary correspondence.

Prepare annual reports of financial transactions for each special district and County operating fund; ensure that all County financial statements meet generally accepted accounting principles.

Supervise and participate in the preparation of the County cost allocation plan.

Perform the most difficult and complex accounting and auditing tasks in the office including preparing financial reports and statements, preparing subsidiary and general ledger journal entries, and performing audits of special districts and County operations.

Review existing accounting procedures and internal control methods to ensure compatibility with generally accepted accounting principles and Federal, State and local laws, rules, and regulations.

Evaluate and analyze programs designed to protect County assets; verify assets as appropriate.

Participate and assist in the preparation of financial schedules for inclusion in the annual County budget; coordinate the compilation of special district budget information.

Participate in the development and administration of the Auditor/Controller's Office budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Participate in developing and implementing the audit policies and procedures; develop work papers for auditing.

Answer questions and provide information for various County staff regarding auditing policies and procedures; coordinate activities with outside auditors.

Answer questions and provide information to the public, County departments, special districts and outside agencies regarding accounting, and budgeting policies and procedures.

Assist in the development of data processing goals and objectives; identify future hardware and software needs; design computer reports and explain report formats and content to County personnel.

Assign and review the work of technical and clerical accounting staff.

Act as Auditor-Controller as needed.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of governmental accounting, auditing and budgeting.

Perform related duties and responsibilities as required.

**THIS POSITION IS OPEN UNTIL FILLED, FIRST REVIEW IS DECEMBER 19, 2019 AT 5:00 PM.** It is to your advantage to file your application as soon as possible as the recruitment may close at any time following the first review. Resumes are required and may not be substituted for any part of the official application. Application forms must be filled out completely and show clearly that all minimum requirements are met. Faxed applications will not be accepted. Meeting the announced requirements does not guarantee selection in the examination process.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the *Notice of E-Verify Participation* and the *Right to Work* posters, please visit the Employment Opportunities section of the Colusa County website.

Retirees: Colusa County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221 (h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

**COLUSA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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