



**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

EMAIL TO:  
Contra Costa County  
Human Resources Department  
[jobs@hrd.cccounty.us](mailto:jobs@hrd.cccounty.us)

PLEASE TYPE OR PRINT IN INK

**AUDITOR - CONTROLLER EMPLOYMENT APPLICATION**

1. **Name:** Karumbi Peter Ng'ang'a  
 (Last Name) (First Name) (Middle Name)

2. **Address:**

3. **Phones:**

4. **Email Address:**

5. **EDUCATION:** Check the appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

College or other advanced education/training

Give Highest Grade or Educational Level Achieved: Masters of Business Administration - Finance

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Degree Type
A) California State University, East Bay	Finance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Masters of Business Administration - Finance
B) Kenyatta University, Kenya, Africa	Economics & Accounting	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bachelor of Education Arts
C) Kenya College of Accountancy	Accounting	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Certified Public Accountant - Kenya
D) Other schools / training completed: California Certified Public Accountant	Course Studied CPA	Hours Completed	Certificate Awarded: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Auditor-Controller. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>                      6/2022      Current</p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                      2 Years 7 Months</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title                      Auditor-Controller Division Manager</p> <p>Employer's Name and Address                      Contra Costa County</p>	<p>Duties Performed                      Please see attached resume</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>                      10/2018      05/2022</p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                      3 Years 7 Months</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title                      Supervising Accountant-Auditor</p> <p>Employer's Name and Address                      Contra Costa County</p>	<p>Duties Performed                      Please see attached resume</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>                      1/2016      10/2018</p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                      2 Years 9 Months</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title                      Accountant-Auditor III</p> <p>Employer's Name and Address                      Contra Costa County</p>	<p>Duties Performed                      Please see attached resume</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>                      6/2014      12/2015</p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                      1 Year 6 Months</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title                      Accountant-Auditor II</p> <p>Employer's Name and Address                      Contra Costa County</p>	<p>Duties Performed                      Please see attached resume</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No  Yes

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that any misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the Auditor-Controller.

Sign Name: Peter N. Karumbi Date: 02/04/2025

### Important Information

1. Your application and any attachments you provide are public documents and are subject to the California Public Records Act (CA Gov. Code §6250-6270), and will be posted online.
2. The completed application and supplemental questionnaire must be received by 11:59 PM on Tuesday, February 11, 2025 by email to [jobs@hrd.cccounty.us](mailto:jobs@hrd.cccounty.us).
3. Applicants must complete the Supplemental Questionnaire (below). Attach pages for Supplemental Questionnaire. A resume or other relevant information may be submitted with this application.
4. Applicants may be required to complete a Statement of Economic Interests (California Fair Political Practices Commission Form 700) and authorize the County to conduct a background check, including but not limited to a social media/internet check, credit check and Live Scan fingerprinting.

### Supplemental Questionnaire

1. Are you a United States Citizen?
2. Are you registered to vote in the State of California?
3. Are you a resident of Contra Costa County?
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Auditor-Controller. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.
5. Are you prepared to seek election to this office in 2026?
6. Do you consider this job to be full-time or part-time?
7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

## Auditor-Controller Supplemental Questionnaire

1. Are you a United States Citizen?  
Yes
2. Are you registered to vote in the State of California?  
Yes
3. Are you a resident of Contra Costa County?  
Yes
4. Describe specific public service or private sector positions you have held which you believe best qualify you for the position of Auditor-Controller. Indicate major accomplishments in each position. Please identify each role by employer, job title, and length of time held.

My thirteen years of experience working for Contra Costa County Auditor Controllers Office best qualifies me for the position of Auditor-Controller. Every position that I have held in the Auditor-Controller's Office has given me unique experience which will be helpful if appointed to lead this office. My current position (Contra Costa County Auditor-Controller Division Manager) best qualifies me for the position of Auditor-Controller.

As Contra Costa County Auditor-Controller Division Manager for the last 2 years and 7 months I have been able to accomplish the following:

- I was Functional Lead of a successful Workday ERP implementation team. I was involved in planning, design, configuration, testing, go-live, training, and post-implementation support. This is a major milestone for Contra Costa County.
- Successfully leading my team in preparation of the Contra Costa County Financial Transactions report submitted to the State of California Office of the State Controller. As a result, Contra Costa County has been a recipient of the State of California Office of the State Controller award for its Year-End Financial Transactions Report.
- I have been a team member from our office that ensures successful Districts funds withdrawal from County Treasury Pool in accordance with District and Board of Supervisors resolution.
- Spearheaded and continue to work with Schools, Special Districts, and Reclamation Districts on Workday use.
- Since Workday implementation, I have ensured that each of the Contra Costa County twelve Ledger Periods Close have been completed successfully and on time.
- I was part of the team that put together the Fiscal Year-End Closing Manual after Workday Implementation and conducted County staff training that has led to two successful Year-End close.
- I have been part of the team for the last two fiscal years since Workday implementation ensuring successful fiscal year close.
- Successfully enforce accounting policies, procedures and processes.
- Ensure financial reporting is in accordance with County policies, State and Federal guidelines.

- Together with Accounts Payable and Systems group in our office, we manage the Countywide Financial System and processes various types of fiscal information for the County departments, Special Districts, and other non-County agencies.
- I have had a good working relationship with Fiscal Officers from County departments, Schools Districts, Special Districts, Reclamations Districts, and other non-County agencies.
- Key member of Auditor-Controller's management team that ensures fiscal integrity of County's financial records.

As Contra Costa County Supervising Accountant-Auditor for 3 years 7 months among other things, I was able to accomplish the following:

- Provided supervision and training to General Accounting Division staff in the office of Auditor-Controller.
- Ensure timely and accurate processing of financial transactions in Countywide Financial System.
- Ably represented the Contra Costa County during Sales and Use Tax Audit conducted by California Department of Tax and Fee Administration.
- Participated in Contra Costa County Comprehensive Annual Financial Report preparation that annually receives Certificate of Achievement for Excellence in Financial Reporting from GFOA.
- Responded to accounting and related questions from County departments, Special Districts, Schools Districts and non-County agencies.
- Reviewed and approved Public Records Request submitted to our office on time.

As Contra Costa County Accountant-Auditor I to III for 7 years, I was able to accomplish the following:

- Understand the mission and duties of the Office of the Auditor-Controller as set forth in the Government Code beginning with Sections 26880 and 26900.
- Learn, document, and train new hires in our office.
- Complete and file statutory required reports by the Federal and State Government. I have worked with IRS, EDD, Tax Franchise board, and Social Security Administration.
- Recommended and implemented changes to our processes and procedures to improve efficiency and effectiveness.
- For seven years, I was part of a team that ensured County employees Form W-2 were completed correctly and on time.
- Participated in Payroll Division special projects. I reviewed and provided feedback on the Affordable Care Act impacted on our processes and procedures.
- For seven years, I was part of the team that made sure County employees were paid on time and pay checks were correct.

5. Are you prepared to seek election to this office in 2026?

Yes

6. Do you consider this job to be full-time or part-time?

I consider the Auditor-Controller job to be a full-time position. As the Chief Accounting Officer for the County, the Auditor-Controller must be available full-time to ensure functions specified in the California Constitution, under various California Codes, and by the Board of Supervisors are performed.

7. In addition to the foregoing, please indicate any special qualifications, skills, training, or achievements you possess which are relevant to consideration for this position.

- I am a California Certified Public Accountant with an active CPA license.
- I hold Master of Business Administration in Finance from California State East Bay.
- I am a Nominating Committee member for the 1st Northern California Credit Union.
- I am a member of the Government Finance Officers' Association.
- I have participated in a review of the Accounting Standards and Procedures for Counties (ASP) Manual.
- I have participated in training and seminars conducted by the California Society of CPAs. The training and seminars have focused on Good Governance, Cyber Security, Generally Accepted Accounting Principles (GAAP), Ethics, etc.
- I have also been attending some of the committee meetings chaired by the Auditor-Controller. For example, Post Retirement Health Benefits Trust Agreement Advisory Body.
- I am a member of the California State Association of County Auditors.
- While working in Payroll Division of Auditor-Controllers office, annually participated in California Counties Payroll Managers meetings.
- To maintain my CPA license in active status, I continually take continuing education in governmental accounting, auditing, tax, management, cost accounting, budgeting, management information systems, ethics, etc.
- Annually attend Governmental Generally Accepted Accounting Principles Update conducted by the Government Finance Officers' Association.

# PETER NG'A NG'A KARUMBI, MBA, CPA

## SKILLED COUNTY ACCOUNTANT - AUDITOR

Dedicated and detail-oriented Certified Public Accountant (CPA) with over 9 years of progressive experience in financial management, fund accounting, payroll, audit, and compliance. Proven expertise in leading accounting operations, ensuring adherence to generally accepted accounting principles (GAAP), and optimizing internal controls to enhance financial accuracy and efficiency. Adept at supervising and mentoring teams, streamlining processes, and implementing innovative solutions to complex financial challenges. Skilled communicator with a strong ability to collaborate across departments, resolve discrepancies, and ensure regulatory compliance. Proficient in advanced Excel, financial software, and data analysis tools, driving timely and accurate reporting to support organizational goals.

### CORE COMPETENCIES

Accounting | Fiscal Management | Financial Analysis | Financial Reporting | Auditing | Budgeting | Taxation | Public Accounting | Government Accounting | Internal Controls | Regulatory Compliance | Financial | Risk Management | Accounting Systems | General Ledger | Cost Analysis | Fund Accounting | Cash Management | Accounting Software | Strategic Planning | Reporting & Documentation | Leadership | Decision Making | Problem Solving | Ethics

### PROFESSIONAL EXPERIENCE

**Contra Costa County** | *Martinez, CA*

#### AUDITOR - CONTROLLER DIVISION MANAGER

**June 2022 - Present**

- Spearheaded the overall operations across the General Accounting division in the Auditor-Controller's Office.
- Key member of Auditor-Controller's management team, providing timely, accurate, and comprehensive information and recommendations on issues that impact the County's fiscal management system.
- Was Functional Lead of a successful Workday ERP implementation team. I was involved in planning, design, configuration, data migration, testing, deployment (go-live), training, and post-implementation support.
- Direct County accounting functions in alignment with Generally Accepted Accounting Principles (GAAP), guaranteeing accuracy and adherence to financial regulations.
- Leading on the County Financial Transactions Report preparation and annually receiving State Controller's award.

#### SUPERVISING ACCOUNTANT - AUDITOR

**October 2018 - May 2022**

- Provided supervision and training to General Accounting division staff in the office of the Auditor-Controller.
- Oversaw the preparation of journals, fund transfers, and financial documents, ensuring accuracy, timeliness, and compliance with regulatory standards.
- Performed a wide variety of professional accounting and auditing duties for county-wide programs and activities, including schools, and special districts.

#### ACCOUNTANT - AUDITOR III

**January 2016 - October 2018**

- Was part of payroll team that consistently ensured timely and accurate preparation of W-2s for over 10,000 County employees using Peoplesoft Payroll system, and streamlining year-end reporting.
- Participated in payroll special projects, for example, Affordable Care Act County payroll requirements implementation, enhancing organizational compliance.
- Demonstrated exceptional skills by participating in the preparation of County annual financial statements and State Controllers' reports, maintaining compliance with regulatory requirements.

#### ACCOUNTANT - AUDITOR II

**June 2014 - December 2015**

- Analyzed and reconciled monthly general ledger activity to ensure compliance and the accuracy of financial statements.
- Completed complex accounting assignments that require a higher level of analytical, problem-solving, and independence skills.
- Handled accounting and auditing duties broad in scope, encompassing county-wide responsibilities for financial activities requiring a comprehensive understanding of the county's entire accounting system.

#### ACCOUNTANT - AUDITOR I

**September 2011 - May 2014**

- Prepared and submitted federal and state quarterly tax reports, ensuring compliance with all regulatory requirements and deadlines.
- Managed part of payroll processing operations to ensure accuracy, reducing the need for manual adjustments and maintaining compliance with organizational standards.
- Developed and implemented a tracking system for employee deferred compensation loans, enhancing records and accountability.

### ADDITIONAL EXPERIENCE

Specialist, Accounts Payable - Ross Stores Corporate Office  
College Professor - Vision Institute of Management, Kenya

### EDUCATION

MBA (Finance) - California State University, East Bay  
Bachelor of Education (Economics & Accounting) - Kenyatta University, Kenya

### CERTIFICATIONS

Certified Public Accountant (CPA) - California, Certified Public Accountant (CPA) - Kenya

Peter Ng'ang'a Karumbi, CPA

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

February 12, 2025

Board of Supervisors  
Contra Costa County  
1025 Escobar Street  
Martinez, CA 94553

Subject: Application for Appointment as Auditor-Controller

Dear Members of the Board of Supervisors,

I am writing to express my strong interest in the position of Auditor-Controller for Contra Costa County. With over a decade of accounting experience within the County and a track record of leadership in payroll, general accounting, and financial reporting, I am confident in my ability to serve in this critical role with integrity, professionalism, and financial expertise.

My qualifications align with the statutory requirements for the Auditor-Controller role. I am a Certified Public Accountant (CPA) with an active license from the California Board of Accountancy. Additionally, I hold an MBA in Finance from California State University, East Bay, and have accumulated years of experience in senior fiscal management positions within the County. This extensive background has provided me with a deep understanding of government accounting, public financial management, and the fiscal responsibilities essential to the role of Auditor-Controller.

Beyond my technical expertise, I am deeply committed to the County's values of transparency, and accountability. As a leader, I believe in fostering inclusive and collaborative work environments that enhance efficiency while maintaining the highest standards of financial stewardship.

I am excited about the opportunity to contribute my skills and experience to the continued financial stability of Contra Costa County. I welcome the opportunity to discuss how my qualifications align with the needs of the Auditor-Controller's office. Thank you for your time and consideration.

Sincerely,

Peter Ng'ang'a Karumbi, CPA

California Board of Accountancy  
2450 Venture Oaks Way, Suite 300  
Sacramento, CA 95833  
916 263-3680

08/22/23  
08/22/23

CUT HERE

CUT HERE



California Board of Accountancy  
2450 VENTURE OAKS WAY, SUITE 300  
SACRAMENTO, CA 95833  
TELEPHONE: (916) 263-3680  
FACSIMILE: (916) 263-3672  
WEB ADDRESS: www.cba.ca.gov



CUT HERE

**I M P O R T A N T**

1. Please include your Certificate Number on any correspondence to this office.
2. Notify the Board of any name or address change in writing.
3. Report any loss of this Certificate immediately in writing to the Board.
4. Please sign and carry the Pocket Certificate with you.

PETER NG'ANG'A KARUMBI

CERTIFICATE  
NUMBER

CPA 127534

EXPIRATION 08/31/25

**PETER NG'ANG'A KARUMBI,**

Signature

RECEIPT NO.  
32332107

CERTIFICATE NO.

CPA 127534

EXPIRATION DATE

08/31/25

RECEIPT NO.

32332107

**This is your receipt. Please save for your records.**

PABCPA 04/12/17

The Trustees of The California State University  
on recommendation of the faculty of  
California State University, East Bay

have conferred upon

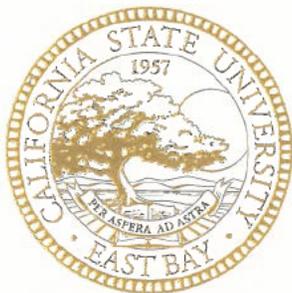
Peter Nganga Karumbi

the Degree of

Master of Business Administration

Finance Option

Given at Hayward, California, this fifteenth day of June, two thousand thirteen.



*Bob Lavelle*  
Chair of the Board of Trustees

*Edmund R Brown*  
Governor and President of the Trustees

*Timothy P. White*  
Chancellor  
The California State University

*Leroy M. Moulton*  
President of the University



**STATEMENT OF ECONOMIC INTERESTS  
COVER PAGE  
A PUBLIC DOCUMENT**

Date Initial Filing Received  
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)  
KARUMBI PETER NGANGA

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

CONTRA COSTA COUNTY AUDITOR CONTROLLER

Division, Board, Department, District, if applicable

Your Position

AC DIVISION MANAGER

▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_ Position: \_\_\_\_\_

**2. Jurisdiction of Office (Check at least one box)**

State

Judge, Retired Judge, Pro Tem Judge, or Court Commissioner  
(Statewide Jurisdiction)

Multi-County \_\_\_\_\_

County of CONTRA COSTA

City of \_\_\_\_\_

Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

Annual: The period covered is January 1, 2024, through December 31, 2024.

Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Check one circle below.)

-or-  
The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2024.

The period covered is January 1, 2024, through the date of leaving office.

Assuming Office: Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_

-or-  
 The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.

Candidate: Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary (required)**

▶ Total number of pages including this cover page: 2

**Schedules attached**

Schedule A-1 - Investments - schedule attached

Schedule C - Income, Loans, & Business Positions - schedule attached

Schedule A-2 - Investments - schedule attached

Schedule D - Income - Gifts - schedule attached

Schedule B - Real Property - schedule attached

Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-  None - No reportable interests on any schedule

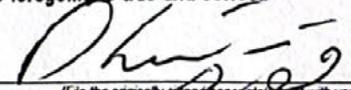
**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 03/26/2025  
(month, day, year)

Signature   
(File the original signed paper statement with your filing official.)

