



County of Contra Costa

Assistant County Auditor-Controller - Exempt

CLASS CODE	SAB1	SALARY	\$89.35 - \$108.61 Hourly \$15,487.34 - \$18,824.96 Monthly \$185,848.06 - \$225,899.47 Annually
BARGAINING UNIT	Management - Mgmt Classes, Classified & Exempt	REVISION DATE	August 01, 2013

Definition

Bargaining Unit: Management - Mgmt Classes, Classified & Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

Under general direction, assist the County Auditor-Controller with the day-to-day administration and supervision of the Department; assist in administering the ongoing operations of the Office and the County's mission-critical systems (Property Tax, Finance, Payroll); assist in designing, implementing and administering major department programs that have a countywide impact; assist in the implementation of fiscal and accounting policies in compliance with current technology, governmental accounting standards, laws, regulations, and County governance. Perform a wide variety of administrative duties involving the budget, policies and procedures, organizational planning, facilities, contracts and personnel activities; and other related work as required.

Distinguishing Characteristics

Incumbents in this dual position class manage either 1) the operation of the personnel, fiscal, and administrative functions of the Office of the Auditor-Controller as well as responsibility for special projects and countywide programs; the direct supervision of the Systems division, and the managing, through subordinate supervisors, of the General Accounting, Special Accounting, and Internal Audit divisions; or 2) the operation of the Disbursements division as well as responsibility for special projects and countywide programs; the managing, through subordinate supervisors, of the Property Tax division.

The Assistant Auditor-Controller-Exempt is excluded from the merit system and reports directly to the Auditor-Controller. One position, as designated by the County Auditor-Controller, directs all functions of the Office in the absence of the Auditor-Controller.

Minimum Qualifications

Education: Possession of a Baccalaureate degree from an accredited college or university with a major in Accounting, Public Administration, Business Administration or a closely related field.

Experience: Six (6) years full-time (or the equivalent of full-time) experience in a managerial, administrative or staff capacity performing administrative, budgetary, system and personnel analysis; or six (6) years of full-time (or the equivalent of full-time) professional experience as an Accountant or Auditor, two (2) years of which must have involved the supervision of other professional accountants or auditors; or a combination of the above experience.

Two (2) years of the above experience must have been in a governmental Finance Department.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public administration, organization, supervision and management
- Budget preparation and control
- Accounting systems including payroll and associated software
- Methods and techniques involved in conducting analytical studies of administrative, human resources and management practices
- Methods and techniques involved in conducting analytical studies of fiscal and administrative practices
- Legal responsibilities of the Auditor-Controller's Office
- Organizational and functional structure of local, state and federal laws, regulations and procedures affecting local government

Ability to:

- Research, analyze and make recommendations on administrative, fiscal, management, human resources and procedural practices and procedures
- Plan, organize and assist in directing the work of a County department
- Define fiscal and technical problem areas, project consequences of decisions and provide recommendations to the Auditor-Controller
- Direct the work of Accountants, Auditors and other staff in the Auditor-Controller's Department through subordinate supervisory staff
- Represent the Auditor-Controller on assigned committees, advisory boards, work groups and other department task forces
- Establish and maintain effective and professional relationships at all levels of the organization
- Interpret and apply statutes and policies
- Communicate effectively both verbally and in writing
- Prepare comprehensive, clear and concise complex financial, operational and management reports

Typical Tasks

MANAGEMENT RESPONSIBILITIES:

- Assists the Auditor-Controller in planning, organizing and supervising the Auditor-Controller's Office
- Acts for the Auditor-Controller in his/her absence
- Prepares the department's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds and personnel; review of the budget with the County Administrator's staff; and preparation of the final budget for presentation to the Board of Supervisors
- Assists in the management of the department by evaluating existing and proposed organization and policies and procedures and directs and evaluates the implantation of changes

- Reviews existing and proposed local, state and federal legislation for impact on the department's activities and consults with and directs department personnel on proposed changes
- Represents the department in management, fiscal, program and human resources matters such as recruitment activities, classification actions and labor relations including negotiations, grievances and disciplinary actions
- Conducts, directs or participates in studies of new and existing department programs and special projects
- Conducts, monitors and directs the acquisition, allocation and use of equipment, supplies, computers, telecommunication systems, office and facility space, records storage and retrieval systems and forms
- Conducts research and develops procedures to improve efficiency and cost-effectiveness and monitors expenditures
- Responds to requests or coordinates requests from the public and from other governmental and private entities for organization, technical, operations and administrative information about the department
- Plans, develops and reviews the administrative service needs of the department
- Works on and/or supervises major line projects that impact countywide programs such as payroll administration or special issues
- Researches and analyzes complex issues and problems and prepares reports and other documents based on findings and conclusions
- Directs departmental personnel management functions including the selection, assignment, training, evaluation and discipline of departmental staff
- Participates on a variety of countywide special committees
- Acts as a consultant to other departments on assigned new major programs and develops recommendations and implements and monitors changes
- Prepares correspondence and reports
- Manages the overall operations of an accounting/auditing, property tax, budgetary or financial functional area within the Auditor-Controller's Office
- Directs or performs a variety of complex financial, statistical, budgetary, and accounting analyses and reports
- Oversees accounting functions for Contra Costa County in compliance with generally accepted accounting principles and standards
- Consults with and advises County departments, special districts, and other agencies on financial and accounting issues
- Reviews and studies changes in legal and procedural requirements for accounting operations
- Establishes and maintains communications with departmental staff and staff from other County, public, and private agencies
- Recommends, establishes, and implements accounting policies and procedures

Spec History

Established: February 1991

Revised: January 2005

Revised: August 2013-MG