

HARJIT S. NAHAL

Interim Auditor Controller – Contra Costa County

Dear Lauren Gerson-Greene,

I am writing to express my interest in the Interim Auditor Controller position at Contra Costa County. Given my extensive experience and strong background in public accounting and fiscal management with Contra Costa County, I am confident in my ability to lead, maintain and enhance the financial operations of the County.

In my recent role as Assistant County Auditor Controller and my extensive career with the Contra Costa County Office of the Auditor Controller, I have honed my skills over 25+ years, ensuring financial integrity and legal compliance across various Divisions. This role has equipped me with the expertise necessary to manage the various Divisions within the Office of the Auditor Controller, which are all critical for the comprehensive financial governance of a \$7 billion budget.

I possess a robust set of skills and strengths, including Public Accounting, Fiscal Management, Financial Reporting, Regulatory Compliance, and more. My capabilities are further enhanced by strengths such as Analytical Skills, Detail-Oriented, Operational Efficiency, and Leadership, which are essential for overseeing the county's financial affairs and ensuring transparency and accountability.

I hold a degree in Business Administration from the University of Phoenix-California, which has provided me with a solid foundation in business and financial principles.

I am eager to continue my expertise in County finance, team leadership, and policy development with Contra Costa County. Continuing to contribute to its success and upholding its commitment to fiscal accountability and excellence. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Contra Costa County.

Thank you for considering my application. I hope to bring my strong dedication and proactive approach to the Auditor Controller position at Contra Costa County.

Sincerely,



Harjit S. Nahal

HARJIT S. NAHAL

Assistant County Auditor Controller

PROFILE SUMMARY

Assistant County Auditor Controller with over two decades of progressive expertise in financial management, payroll administration, disbursements, fund accounting, and regulatory compliance. A dedicated and detail-oriented County employee demonstrating strong analytical skills, having successfully implemented systems to enhance operational efficiency and reporting accuracy. Committed to cross-department collaboration and policy development to drive transparency and organizational success.

PROFESSIONAL EXPERIENCE

ASSISTANT COUNTY AUDITOR CONTROLLER

Sep 2013 - Present

Contra Costa County Office of the Auditor Controller

Martinez, CA

- ◆ Oversee daily operations, ensuring compliance with fiscal policies and standards.
- ◆ Manage departmental budget and personnel activities, driving efficiency and cost-effectiveness.
- ◆ Coordinate implementation of critical systems, enhancing operational continuity.
- ◆ Direct office functions in the Auditor-Controller's absence, maintaining seamless operations.
- ◆ Facilitate policy and procedure updates, aligning with current Federal, State, and County regulations.
- ◆ Conducted detailed financial analyses to identify discrepancies, leading to enhanced reporting accuracy and informed decision-making.
- ◆ Maintained comprehensive records and documentation, ensuring adherence to auditing standards and enhancing operational transparency.
- ◆ Coordinated cross-departmental efforts for policy updates, ensuring compliance with regulations and fostering a culture of transparency.
- ◆ Facilitated team training sessions to enhance understanding of fiscal policies, promoting adherence and improving overall team performance.

CHIEF ACCOUNTANT – PAYROLL/ACCOUNTS PAYABLE DIVISIONS

Dec 2009 - Sep 2013

Contra Costa County - Office of the Auditor Controller

Martinez, CA

- ◆ Led Payroll and Accounts Payable Divisions, ensuring compliance with labor codes, union agreements, County resolutions and regulations.
- ◆ Led payroll processing for over 10,000 County and Special District employees, ensuring timely and accurate payrolls.
- ◆ Streamlined processes with Kronos and PeopleSoft, achieving operational improvements.
- ◆ Contributed key decisions on county policies, impacting pay practices and compliance.
- ◆ Managed office operations in absence of senior management, maintaining seamless functionality.
- ◆ Contributed to budget preparation and system implementations, enhancing efficiency.
- ◆ Maintained comprehensive financial records, ensuring adherence to auditing standards and facilitating smooth annual audits with minimal findings.

SUPERVISING ACCOUNTANT – PAYROLL/PROPERTY TAX DIVISIONS

Oct 2005 - Dec 2009

Contra Costa County Office of the Auditor Controller

Martinez, CA

- ◆ Managed payroll for County and Special Districts, ensuring regulatory compliance and timely processing.
- ◆ Assisted in labor negotiations, enhancing benefit account reconciliation processes.
- ◆ Streamlined payroll processes across multiple districts, ensuring compliance and timely disbursement, leading to noticeable improvements in operational efficiency.

- ◆ Maintained comprehensive records of payroll transactions, ensuring meticulous financial reporting and adherence to regulatory standards.
- ◆ Resolved tax roll issues through collaboration with the Tax Collectors and Assessors Offices.
- ◆ Improved public interactions by effectively addressing property tax inquiries.
- ◆ Coordinated with Tax Collectors and Assessors to build and close tax rolls, fostering strong interdepartmental relationships and improving resolution times.
- ◆ Mentored junior accountants, promoting skill development and collaboration, which contributed to a stronger team dynamic and improved performance.

ACCOUNTANT I – III – PROPERTY TAX DIVISION**Jun 2000 - Oct 2005*****Contra Costa County Office of the Auditor Controller******Martinez, CA***

- ◆ Managed tax roll corrections, collaborating with Tax Collector to resolve claims.
- ◆ Coordinated SB90 meetings, ensuring compliance and effective financial management.
- ◆ Prepared annual reports, enhancing accuracy and transparency in tax division.
- ◆ Reconciled accounts, improving financial accuracy and operational efficiency.
- ◆ Processed 1915 Act Bond Files, ensuring timely and accurate documentation.
- ◆ Coordinated with cross-functional teams to resolve tax issues, fostering effective communication and timely resolution of discrepancies.
- ◆ Demonstrated strong teamwork and adaptability, contributing positively to a collaborative office environment.
- ◆ Streamlined tax roll correction processes, achieving substantial improvements in claim resolution efficiency and accuracy.

SKILLS

Public Accounting, Fiscal Management, Financial Reporting, Regulatory Compliance, Process Improvement, Payroll Administration, Disbursements, Auditing, Team Leadership, Cross-Department Collaboration, Problem Solving, Policy Development, Internal Controls, Financial Analysis, Budget Management, Process Automation, Employee Training.

EDUCATION

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION**Jun 1997 - Jun 1999*****University of Phoenix-California******Sacramento, CA*****ASSOCIATE OF APPLIED SCIENCE, ACCOUNTING****Oct 1994 - Jul 1996*****Heald Business College******Sacramento, CA***
