

COUNTY OF SOLANO
CLASS SPECIFICATION
CHIEF DEPUTY AUDITOR-CONTROLLER

Effective Date: March 12, 2014

CLASS SUMMARY:

Under general direction, the Chief Deputy Auditor-Controller plans, organizes and manages multiple divisions of the Auditor-Controller's Office which may include any combination of the following divisions: General Accounting, Grants, Financial Reporting, Property Tax and Internal Audits; performs and/or reviews highly technical complex accounting work such as enforcing County-wide accounting policies and procedures and monitoring County-wide budgetary and fiscal activities; and represents the Department at County, local community, regional, and state meetings and events.

DISTINGUISHING CHARACTERISTICS:

This class is the management level class in the Accountant-Auditor series.

This class is distinguished from:

- the **Auditor Controller** class which has overall management responsibility of the Auditor-Controller's Office and is an elected position;
- the **Assistant Auditor-Controller** class which serves as the assistant department head in the Auditor-Controller's Office;
- the **Deputy Auditor-Controller** class which supervises one of the other divisions in the Auditor-Controller's Office;
- the **Accountant-Auditor III** class which is the advanced journey level in the Accountant-Auditor series and which performs or leads major specialized accounting activities or independently performs the most difficult or complex audits.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Assistant Auditor-Controller.
- Employees in this class supervise multiple employees in the Accountant-Auditor series.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the assigned divisions and performs managerial responsibilities such as:
 - developing and monitoring goals and objectives of the divisions and taking corrective action as appropriate;
 - developing budgetary projections for assigned divisions and monitoring their revenues and expenditures;

- approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
- recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service; and
- Performs and/or reviews highly technical complex accounting work:
 - maintains the County's general ledger;
 - enforces County-wide accounting policies and procedures;
 - processes and maintains financial responsibilities of County-wide payroll and employees benefits;
 - maintains and reconciles County-wide fixed asset activity to County inventory;
 - monitors county-wide budgetary and fiscal activities;
 - ensures financial reporting is in accordance with County policies, State and Federal laws, and Governmental Accounting Standards Board (GASB);
 - Monitors the receipt and expenditure of funds from the State of California and the Federal Government in the form of grants; and
 - Prepares the County-wide Cost Allocation Plan.
- Performs supervisory duties over employees in classes in the Accountant-Auditor series such as:
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - proposing disciplinary actions;
 - interviewing applicants and recommending selections;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring employees are properly trained and are scheduled for or have received required training or needed formal training;
 - providing instruction and/or guidance to employees in handling difficult or complex work problems;
 - reviewing and approving timesheets and requests for leave; and
 - communicating, supporting, and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Department at various County, local community, regional and state meetings and events by:
 - developing and maintaining collaborative partnerships with local, regional, and statewide organizations, non-profit agencies, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - representing the Department's needs and priorities within these "partnerships";
 - speaking to groups and individuals regarding departmental activities and services; and

- participating as an active and contributing member of assigned organizations, committees/project teams, and special interest work groups as a representative of the Department.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree or higher from an accredited college or university with a major in accounting, finance, business administration, economics or a closely related field;

AND

Experience: Four years of full-time paid professional accounting and/or auditing experience which includes one year of supervisory experience.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- The possession of a Certified Public Accountant Certificate is desired.

Note: All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Generally accepted accounting principles and auditing standards for local government agencies;
- California laws, rules, statues, and regulations pertaining to the office of Auditor-Controller;
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Computerized data processing as it relates to accounting operations and management information systems.
- Quantitative analysis and business statistics.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application.
- Plan, organize, coordinate and direct complex County-wide accounting activities.
- Analyze, evaluate and solve complex and difficult fiscal and accounting activities.
- Prepare, review, interpret, explain and apply complex fiscal data and reports.
- Develop and revise accounting and other systems and procedures.
- Prepare clear and concise accounting, financial and narrative reports.
- Design and implement complex computerized accounting systems.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the office in meetings with representatives from various County and non-County organizations, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds goals and expectations.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e., sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to

receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: An employee in this class will most often be working in an office setting.
- Traffic Hazards: An employee in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Independent Travel: Incumbents are required to travel independently, for example, to attend meetings with other County employees, to attend meetings with financial/accounting managers from the State and other counties, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:



Marc A. Fox, Director of Human Resources

- Date Approved by the Director of Human Resources: March 12, 2014