

**COUNTY OF SOLANO  
ASSISTANT AUDITOR-CONTROLLER**

**Est. 9/95**

**DEFINITION**

Under general direction, plans, organizes and manages the daily operations of the Auditor-Controller's office; serves as a member of the department's management/supervisory team.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class which describes the assistant department head in the Auditor-Controllers office. This class is characterized by the responsibility for overseeing the day-to-day operations of the department and for representing the Auditor-Controller. This class is distinguished from that of Auditor-Controller in that the latter is an elected official responsible for the overall management of the department.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Plans, organizes, directs and manages the daily operations of the Auditor-Controller's office; assists in the formulation of department goals, objectives and procedures; ensures the delivery of mandated and other services in compliance with local, state and federal regulations.
2. Reviews, directs and evaluates all accounting and auditing practices, procedures and operational standards in the Auditor-Controller's office and on a County-wide basis; assumes responsibility for departmental operation in the absence of the Auditor-Controller.
3. Plans, schedules, supervises, reviews and evaluates the work of assigned staff; selects staff and provides for their training and professional development; evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.
4. Meets with other County department management team members to review new financial proposals and existing financial operational methods, resolves problems and recommends alternative courses of action; makes recommendations that affect County-wide fiscal policy and administration of that policy.
5. Represents the Auditor-Controller in official meetings before the Board of Supervisors, department heads, and other jurisdictions, agencies and the public.

**EXAMPLES OF DUTIES (Continued)**

6. Evaluates operational performance of departmental divisions; reviews work methods and inter/intra-departmental procedures to ensure effective and efficient work flow and compliance with established policy and laws; develops, interprets and communicates appropriate application of policy and operational procedure; reviews correspondence, regulations and legislation altering County accounting practices and procedures to determine necessary operational changes.
7. Attends and participates in County Auditor Association meetings at the state and local level.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Progressively responsible experience in accounting and/or auditing including substantial governmental accounting and auditing experience which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Five years of progressively responsible management and supervisory experience in a public agency which included professional auditing and/or accounting experience, program planning, analysis and evaluation, budget management and performance and equivalent to graduation from an accredited college or university with major course work in accounting, finance, business administration, economics or a closely related field.

**Knowledge/Skills/Abilities**

**Extensive knowledge of** generally accepted accounting principles and procedures for local government agencies; California laws, rules, statutes and regulations pertaining to the office of Auditor-Controller; public personnel management principles and practices; external funding source regulations concerning accounting and audit functions; County departmental finance systems; general provisions governing appropriation limitations; tasks and responsibilities associated with key positions in an Auditor-Controller's office; the principles and practices of public administration relating to finance and budget.

**Ability to** plan, organize and manage financial programs/service; analyze financial data; interpret and apply laws, rules and regulations that pertain to public finance; prepare clear and concise fiscal and general reports; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; project consequences of decisions; communicate effectively both verbally

**Knowledge/Skills/Abilities (Continued)**

and in writing; understand program objectives in relation to departmental goals and procedures; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and determine and evaluate levels of achievement and performance; prepare budgets, funding proposals and narrative and statistical reports; comply with laws, regulations and professional practices governing financial program services and operations; supervise the work of others engaged in accounting and auditing activity; formulate, promote and implement a variety of financial programs; understand and analyze expenditure reports; maintain accurate records and document actions taken; organize and prioritize work assignments; research regulations, procedures and/or technical reference material; interpret administrative direction and incorporation into operational policy and procedure; maintain confidentiality of information; recognized and respect limit of authority and responsibility; assume department head responsibility in the Auditor-Controller's absence; secure cooperation and teamwork among professional and support staff; effectively delegate responsibility and authority to others; demonstrate tact and diplomacy.

**SPECIAL REQUIREMENTS**

Independent travel will be required.

Possession of or ability to obtain a valid Class C California driver's license is required.

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Department Head

Date