

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY AUDITOR CONTROLLER

Effective Date of Revision: 01/04/2019

CLASS SUMMARY:

Under general direction from the Assistant Auditor Controller, incumbents in the Deputy Auditor Controller class, plan, organize, and direct the operations of a division or divisions in the Auditor-Controller's Office in accounting and auditing, providing policy direction in accounting and auditing to departments, evaluating and ensuring the reliability of financial reporting; analyzing and providing complex financial data; interpreting laws, mandates, regulations and providing technical assistance and advice to the Board of County Supervisors, CAO, Federal, State, local agencies and the public.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Assistant Auditor Controller class which, serves as the assistant department head in the Auditor Controller's Office.
- Chief Deputy Auditor Controller class which, plans, organizes, and manages multiple divisions of the Auditor Controller's Office.
- Accountant Auditor III class which, performs advanced journey level complex professional financial, accounting, and auditing duties for county-wide programs and activities.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Assistant Auditor-Controller.
- Employees in this class supervise 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 an accounting or internal auditing division or divisions and performs managerial responsibilities such as:
 - preparing annual audit plan;
 - planning, organizing and directing the performance of annual County-wide risk assessment used in developing annual plan;
 - developing strategic plans and updating long-range strategic plans;
 - obtaining and reviewing new audit mandates from the state and federal governments for inclusion in planning;
 - directing the preparation and/or preparing account reports and financial information for the Board of Supervisors, special districts, other agencies and the public;
 - reviewing, monitoring, and providing input on department/division/agency mission and goals, budget, staffing levels, purchases, revenues and expenditures and the impact of applicable legal codes and policies governing or affecting the department's/division's/agency's operations.

- approving expenditures for training and computer software and hardware, etc.;
- monitoring goals and objectives of the unit and taking corrective actions as appropriate;
- reviewing and approving cost reports, program audits, audit resolution, and cash management;
- approving payments, adjustments or corrections to data or;
- formulating, enhancing, and modifying accounting systems while working with DoIT to develop and expand automated solutions;
- resolving fiscal and administrative issues;
- responding to questions and complaints;
- recommending and implementing new policies and procedures to ensure efficient or effective operations and/or to improve customer service; and
- coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns;
- providing technical assistance regarding laws, rules, regulations impacting accounting and fiscal procedures;
- making recommendations for the implementation of changes;
- attending training programs, workshops and seminars as appropriate.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - reviewing, evaluating and analyzing the information gathered by professional auditors during surveys and audits;
 - establishing standards for acceptable work products and evaluating performance;
 - interviewing applicants and making selections;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - assigning work, planning, and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring employees are properly trained;
 - reviewing and approving timesheets and requests for leave;
 - responding to employee issues and concerns;
 - establishing policies and procedures to ensure proper accountability and compliance with established law, agreements and policies; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Represents the Department by:
 - developing and maintaining collaborative partnerships with community leaders, local, regional, and statewide organizations, non-profit agencies, local businesses, and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services;
 - developing and implementing accounting policy and procedures manuals for County

- departments and for use by counties state-wide;
- conducting county-wide training and workshops;
- making recommendations to departments and other agencies on fiscal administration and accountability;
- speaking to groups and individuals regarding departmental activities and services; and
- participating as an active and contributing member of designated 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 is required from an accredited college or university with a major in Business Administration, Finance, Economics, Public Administration, Accounting, or a closely related field.

AND

- **Experience:** Three (3) years of professional accounting and auditing experience that includes supervisory experience.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- The possession of or the ability to obtain a valid Class C California driver's license is required.
- 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.
- Considerable knowledge of generally accepted accounting principles and auditing standards and practices.
- Professional knowledge in applicable areas and changes in job-related rules, statutes, laws and new business trends;
- Principles and practices of budgeting, cost analysis, auditing, and fiscal management.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Quantitative analysis and business statistics.
- 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.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical 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.
- Research issues, laws, regulations, procedures, technical reference material, and new legislation affecting division operations;
- Analyze, evaluate, and interpret data, laws, agreements, rules and regulations associated with the functions of assigned division; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the change effectively;
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts and grants according to designated guidelines and regulations.
- 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.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish, maintain, and foster positive, effective, and harmonious working relationships with those contacted in the course of work.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit 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 financial, narrative and statistical reports.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Develop standards and evaluate and audit performance goals.
- Read and interpret professional literature;
- Operate modern office equipment including a computer and related software applications, copy and fax machines and printers.

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.
- 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: Employees in this class will most often be working in an office setting
- Traffic Hazards: Employees 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 auditing/accounting managers, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors: June 2003
- Date(s) Revised: February 2003; January 2019
- Class Code: 107240