

ASSISTANT AUDITOR-CONTROLLER

DEFINITION

Under general direction of the Finance Director, performs comprehensive management responsibilities to carry out Board of Supervisors policies and procedures for County financial operations and other delegated areas of responsibility and supervises Auditor staff. Work involves formulating, coordinating, and directing all aspects of County financial planning and administration including development of comprehensive short- and long-range budgets.

CLASS CHARACTERISTICS

This executive management classification is a single position classification. The position is responsible for Alpine County's financial affairs, establishing, maintaining, and monitoring a variety of policies and organizational and legislative issues related to County finances as well as providing liaison with and support to departments as a representative of the Director of Finance. The position has considerable latitude for the exercise of independent judgment and decision-making. This is an exempt position.

ESSENTIAL JOB DUTIES – Duties may include, but are not limited to, the following:

- Under the direction of the Director of Finance, reviews, researches, analyzes and prepares yearly budgets for the County. Reviews and evaluates budget components prepared by subordinates; finalizes budget presentation documents.
- Plan, organize, direct and supervise financial operations of the department as directed.
- Directs and participates in the formulation and implementation of applicable finance policies, ensuring adherence to generally accepted accounting practices and principles of governmental accounting.
- Works with County departments to provide accurate forecasts of revenues, expenditures and year-end fund balance projections; works with individual department staff regarding appropriate methods to improve the accuracy of departmental forecasting.
- Develops and implements analytical studies that pertain to the long range financial planning for the County.
- Oversees property tax processing, calculations for apportionment, and distribution of property tax collection and required state reporting.
- Prepares and delivers written and oral presentations on Alpine County budget and fiscal matters as well as other financial concerns to the Board of Supervisors, County Administrative Officer, other agencies and the public.

- Assists in the development and implementation of the County's Capital Improvement Program; monitors and works in conjunction with other key executive staff to recommend grants, bonds and other financing sources.
- Supervises Auditor staff to provide coaching, counseling and assistance on professional responsibilities and technical skills prioritizes and assigns tasks; develops staff skills and conducts performance evaluations; identifies training needs and provides training for staff.
- Assists in the development and implementation of goals and objectives for financial management in the County; provides budget oversight in preparation and monitoring of budgets.
- Analyzes need for and directs the development of new or changed fiscal/financial data collection and financial management systems; reports, makes recommendations and implements appropriate actions based on analysis of gathered data.
- Analyzes current county financial business processes and practices to ensure high quality and effectiveness; recommends new processes and practices to improve efficiency.
- Represents the County as needed in labor negotiations; presents financial findings and analysis to Board of Supervisors, County Administrative Officer and other County officials.
- Ensures department heads manage project and program consultant contracts; assists with identifying alternative funding sources and assists in the securitization of funding as needed; monitors and reconciles funds, and tracks results and expenditures for compliance with County policies and goals.
- Directs and coordinates County financing and the cost allocation of insurance, facility maintenance and other internal supports services, including the preparation of the Countywide Cost Allocation Plan.
- Provide oversight of general accounting activities which may include maintenance of the County's general ledger.
- Prepare and file a statement of the financial condition of the County, as directed by the Board of Supervisors. This may include oversight, preparation and/or publication of the County's comprehensive annual financial report.
- Attend seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the fields of accounting, and finance.
- Reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge and Skills:

Knowledge of principles and practices of supervision and management.

Knowledge of principles and practices of government administration including accounting, budgeting, finance, organizational planning, statistical analysis and report writing.

Knowledge of Generally Accepted Accounting Principles for Public Sector and Governmental Accounting Standard Board budget administration.

Knowledge of county organization, operations, and accounting and budgeting systems.

Knowledge of current social, political, and economic trends in state and county governmental activities and services.

Knowledge of public sector budgets, grant protocols and financial reporting.

Skill in developing and implementing long-range fiscal and operational plans.

Skill in analyzing, interpreting and applying county policies and procedures, and federal, state and local laws and regulations pertaining to financial and budgetary activities.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with department staff and other County employees.

Skill in planning and implementing policies and procedures while assuring compliance with County goals and objectives.

Ability to:

Ability to research, analyze and make recommendations on administrative, management and financial policies and practices.

Ability to organize and direct the work of department staff.

Ability to perform complex budget analysis and preparation.

Ability to make effective oral and written presentations of conclusions and recommendations to the County Administrative Officer and the Board of Supervisors.

Ability to speak to people with poise, voice control and confidence.

Ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms and contracts.

Ability to utilize mathematical formulas – to add and subtract totals, to multiply and divide, to determine percentages and decimals, and to apply the theories of algebra and statistics.

Ability to interpret, analyze and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to department administration and operations.

Ability to develop, implement and interpret goals, objectives, policies and procedures, and work standards.

Ability to guide the future growth and development of the County in accordance with the goals, policies and regulations established by the Board of Supervisors.

Ability to analyze complex problems, evaluate alternatives and make sound recommendations in support of goals.

Ability to determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Ability to select, train, supervise and evaluate the performance of assigned staff.

Ability to exercise sound independent judgment within general policy guidelines.

Ability to establish and maintain effective working relationships with those contacted in the course of the work.

Ability to gain cooperation through discussion and persuasion.

Ability to represent the County effectively in meetings with others and make presentations to various groups.

Ability to prepare and deliver complex records, charts, graphs, reports and recommendations.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to use computers effectively for word and data processing and records management.

Ability to perform required complex mathematical computations with accuracy.

Education:

Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, Economics or a related field. A current CPA license is highly desirable.

Experience:

Six (6) years of increasingly responsible experience performing management, budget, finance, and accounting work including two (2) years of supervisory experience over a financial or administrative office.

Other Requirements:

Possession of a valid driver's license and satisfactory driving record.

Employees hired into this classification must file statements of economic interest with the Alpine County Clerk.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the ability to sit at desk for extended periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties; lift and/or move up to 15 pounds frequently and up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and hand tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.