

CHIEF DEPUTY AUDITOR

DEFINITION

Under direction to assist the Department of Finance in planning, and performing accounting, financial reporting, budgeting and auditing activities for the County; to coordinate the activities and programs of the Department of Finance with other County departments and public entities; and to perform related duties as assigned.

CLASS CHARACTERISTICS

The Chief Deputy Auditor provides technical and administrative assistance to the Assistant CAO to Budget and Finance in the coordination of departmental activities. The incumbent performs difficult and complex accounting work within the office.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Performs the daily functions of the Department of Finance, including but not limited to budget preparation and administration, accounting, auditing, and general financial management and reporting.
- Provides technical accounting expertise to department staff and other County personnel.
- Analyzes, revises, drafts and assists the Department of Finance in implementing improved accounting systems, policies and procedures.
- Participates in the preparation of the County's cost allocation plan.
- Ensures the maintenance of accurate, complete and complex accounting records and prepares necessary financial and statistical reports; reviews County financial records, reports and budgets as directed for compliance with county, state and federal regulations.
- Prepares work papers, and various reports for the county, state, federal agencies and other organizations, as well as for internal auditing purposes.
- Assists in preparing County annual financial statements according to generally accepted accounting procedures for government funds.
- Prepares subsidiary and general ledger journal entries.
- Responsible for property tax processing, calculations for apportionment and distribution of property tax collections and required state reporting.
- Issues W-2 forms.

- Processes quarterly federal and state payroll tax reports.
- Responsible for maintaining accurate and complete payroll master file in coordination with the Personnel Department.
- Assists with payroll processing as necessary.
- Assists with Accounts Payable functions as necessary.
- Performs month-end closing procedures.
- Assists in the preparation and completion of Countywide outside audits; performs internal auditing as required.
- Provides accurate inventory control of County fixed assets.
- Responds to inquiries, requests for assistance and complaints related to County fiscal operations from County staff, other agencies and the general public.
- Attends various meetings, workshops, seminars, etc., as required or appropriate to enhance job knowledge and skills.
- Performs routine administrative and clerical work as required, including but not limited to attending meetings, preparing correspondence, copying and filing documents, sending and receiving faxes, entering computer data, answering the telephone, processing mail, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

All pertinent federal, state and county laws, codes, ordinances, regulations and standards pertaining to the accountability of funds.

Principles and methods of county government administration.

Generally accepted government accounting principles, practices and mathematics, including but not limited to cost accounting.

Government auditing standards, practices, procedures and techniques.

Advanced budgeting procedures.

English usage, spelling, grammar and punctuation.

Modern office practices and technology.

Information systems technology and specific applications for financial record-keeping and reporting.

Report and letter writing techniques.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.

Train assigned staff.

Manage time and meet deadlines.

Keep abreast of trends and requirements in County government financial record keeping and reporting.

Properly apply generally accepted accounting and auditing practices to ensure financial integrity.

Examine and verify financial documents and reports.

Prepare a variety of complex financial reports.

Establish, revise and maintain financial records and procedures.

Analyze problems encountered in areas of responsibility, evaluate alternatives and make sound recommendations.

Recommend and implement improved processing and reporting procedures.

Exercise sound, independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively both orally and in writing.

Use computer programs for financial / administrative record keeping and reporting.

Perform required mathematical computations with accuracy.

Safely operate basic office equipment.

Represent the department effectively in meetings with others.

Education:

High school diploma or GED equivalent supplemented by college-level coursework in accounting or closely related field.

Experience:

Three years of progressively responsible technical, fiscal and accounting experience in Alpine County, or three years of technical or professional accounting experience preferably in a county Auditor-Controller's office or CPA firm.

Other Requirements:

Possession of a valid California driver's license.

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 long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 15 pounds frequently and 50 pounds occasionally; use hands to finger, handle or feel objects, tools, or 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. 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. Tasks may involve extended periods of time at a keyboard or workstation.