



ASSISTANT AUDITOR-CONTROLLER

DEFINITION: Under direction of the Auditor-Controller, assists in the management of the department; performs complex and responsible accounting duties; assists in developing and implementing policy; and performs related duties as required.

ESSENTIAL JOB DUTIES: Assists in planning, organizing directing, and supervising the work of the County Auditor-Controller's Office; trains, supervises, and evaluates the work of assigned staff; plans, organizes and directs accounting functions including general welfare, property law, payroll, grants, etc.; coordinates the activities of the office with those of other County departments; interprets and explains state and local laws, rules, and regulations to staff; assists in developing work schedules and controls; recommends and implements accounting systems and work procedures; directs the preparation of statements and reports for state and county officials; confers with department head on administrative matters; supervises special district accounting; directs preparation of the county budget and related financial reports; assumes administration of the office in the absence of the Auditor-Controller; provides on-site audits; analyzes new and proposed legislation and implements necessary changes; consults and cooperates with other department managers on all aspects of accounting and auditing; and performs a variety of special assignments and prepares complex analytical and statistical reports in all areas of fiscal management; other related duties as required.

MINIMUM REQUIREMENTS

Education/Experience: A Bachelor's degree from an accredited college or university in accounting, auditing, or a closely related field; PLUS four years of professional accounting or auditing experience, including one year in a supervisory capacity is required. A minimum of two years of government agency accounting experience is preferred.

Knowledge of: Principles and practices of public administration and employee supervision and training; roles and functions of a County Auditor-Controller's Office; principles and practices of governmental accounting, auditing, and budgeting; uses of electronic data processing in accounting systems; codes, laws, rules, and regulations governing county financial operations; modern office methods, procedures, and equipment.

Ability to: Use a creative approach to solving problems and implementing new programs; plan, organize, and supervise a county-wide accounting staff; train, supervise and evaluate the performance of professional accountants and auditors and clerical staff; analyze specific needs and design and implement appropriate accounting systems; prepare a complex budget; analyze and evaluate financial records, statements, and reports to identify fiscal conditions

and recommend changes; speak and write effectively; establish and maintain positive, collaborative relationships with those contacted in the course of employment.

Physical requirements: Work is performed in an office environment; continuous contact with other staff; must have ability to sit for extended periods using keyboard; frequently stand and walk; climb and descend stairs; normal manual dexterity and eye-hand coordination; lift and move objects up to 20 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including, but not limited to, computer, telephone, calculator, copiers and facsimile machines.