

# SAN JOAQUIN COUNTY AUDITOR-CONTROLLER'S OFFICE

## AMENDED Chief Deputy Auditor-Controller

### THE POSITION

There are currently two vacancies for a Chief Deputy Auditor-Controller within the Auditor-Controller's Office. Both will participate in the most complex accounting/auditing activities and are responsible for planning, organizing, supervising and directing the work of staff engaged in professional accounting/auditing activities. The Manager of the Internal Audit Division, will analyze internal systems and procedures for adequacy and efficiency. The Manager of the Accounting Division will manage all general accounting and accounts payable functions of the Department.

### THE IDEAL CANDIDATES

The ideal candidates will possess comprehensive knowledge of general accounting principles, a solid understanding of internal controls, experience with internal and/or external auditing practices; experience in general accounting and accounts payable practices, along with the principles and practices of management and supervision. Prior governmental experience is not required for either position.

### THE DEPARTMENT

The Auditor-Controller's Office provides accounting and auditing services for the departments, special districts, and agencies throughout San Joaquin County. Specifically, the Auditor-Controller's Office has several major functions:

- Property Tax Calculations and Allocations
- Employee Payroll and Benefit Maintenance
- Fund and Budget Reporting, Accounts Payable, and Claim Processing
- Internal Audits
- Cost Allocations

### APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division:

San Joaquin County Human Resources  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

OR

online at [www.sjgov.org/hr](http://www.sjgov.org/hr)

**Final Filing Date: October 3, 2014 (amended)**

All applications will be reviewed with qualified candidates being invited to participate in an oral examination interview. Top scoring candidates will be referred to the Auditor-Controller's Office for a selection interview.

*San Joaquin County is an Equal Opportunity Employer*



Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: 209-468-3370



Recruitment Announcement  
0714-RM0200-01



# AMENDED Chief Deputy Auditor-Controller

## TYPICAL DUTIES

- ◆ Plans, organizes, supervises and directs the work of staff engaged in a wide variety of accounting and/or auditing functions; selects, trains, assigns, and evaluates subordinate staff; schedules and coordinates work flow; ensures completion of work as necessary to meet deadlines and information requirements of the department.
- ◆ Establishes, implements and modifies divisional standards, policies and procedures within area of responsibility.
- ◆ Supervises and participates in the most complex professional accounting and/or auditing activities for County departments, institutions, courts, private business firms, and special districts; interprets and applies pertinent laws, regulations, ordinances, and Board policies to assure compliance by appropriate agencies.
- ◆ Analyzes internal systems and procedures of departments and agencies for adequacy and efficiency, develops and implements necessary improvements; designs and make recommendations on new or revised accounting systems.
- ◆ Acts as liaison to Information Systems; coordinates systems or procedural changes affecting Information Systems conversion and implementation; reviews computer output to ensure accuracy and compliance with accounting and auditing requirements.
- ◆ Consults with and advises department heads and the public relative to accounting systems and procedures, bookkeeping personnel, audit and financial statements of outside agencies and business firms, cost and rate determination, budget development and control, property taxation.
- ◆ Conducts specialized and technical studies as directed and prepares detailed reports.

*For a complete job description, please visit the Human Resources website at [www.sjgov.org/hr](http://www.sjgov.org/hr)*

## COMPENSATION and BENEFITS

**Annual Salary: \$87,235 to \$106,059**  
**(Approx. Monthly Salary: \$7,269-\$8,838)**

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year.
- ◆ 125 Flex Benefits Plan.
- ◆ 10 days of Admin Leave annually.



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## MINIMUM QUALIFICATIONS

### EITHER PATTERN I

**Experience:** Two years as a Deputy Auditor-Controller III in San Joaquin County service.

### OR PATTERN II

**Education:** Graduation from an accredited four-year college or university with a specialization in accounting.

### PLUS

**Experience:** Six years of professional, post-graduate accounting/auditing work that included experience as part of an auditing team and/or verifiable training in auditing procedures and two years of experience as a supervisor.

### AND

**License:** Possession of a California Driver's License if required by the nature of the assignment.

## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit-one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

1. Have you graduated from an accredited four year college or university with a specialization in Accounting?  Yes  No

If yes, please provide the name of the college/university, the degree and the discipline/emphasis (or minor if applicable) and the number of units completed in accounting.

2. Do you possess six years of professional, paid, full-time post-graduate accounting/auditing experience with two years of supervisory experience?  Yes  No

If yes, please provide specific job duties and your scope of responsibility for performing the accounting/auditing duties.

Also, please describe your experience in a supervisory role. Indicate the name of the employer, your title and what positions you were responsible for supervising .

3. Did your work experience include participating as part of an auditing team and/or verifiable training in auditing procedures?  Yes  No

If you answered yes, please describe your role in the team and/or provide the training received in auditing procedures including the length of time in training.