

SAN JOAQUIN COUNTY AUDITOR-CONTROLLER'S OFFICE

AMENDED Deputy Auditor-Controller III

THE POSITION

The Deputy Auditor-Controller III position performs very complex professional accounting and auditing work in one of four major functional areas of the Auditor-Controller's Office. The incumbent must function independently and possess the skills required to periodically supervise or lead other professional staff.

The ideal candidate will possess a comprehensive knowledge of general accounting principles, demonstrate a solid understanding of internal controls, familiarity with financial statement preparation, and possess experience with internal and/or external auditing practices. The department is seeking a well-rounded, professional with a strong work ethic and high level of personal integrity. Prior governmental experience is not required for this 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 and Cost Allocations

"We are responsible for serving the public, other departments, the taxpayer, the vendor and the employee in a considerate, fair and conscientious manner."

APPLICATION AND SELECTION

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

Final Filing Date: April 10, 2015

Please submit your application and supplemental application to:

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

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
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Third Floor, Suite 330
Stockton CA 95202
Phone: (209) 468-3370



Recruitment Announcement
0315-RB4103-01



A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.



Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.

ARTS, CULTURE, RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports.

Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some



of the best boating in the state: more than 1,000 miles of waterways stretching from

the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.





Deputy Auditor-Controller III

TYPICAL DUTIES

- ◆ Leads and performs complex professional accounting and/or auditing work in accordance with prescribed standards and systems, performing the tasks necessary to meet all deadlines and information requirements of the department; may select, train, assign, direct and evaluate subordinate staff.
- ◆ May lead an internal audit team or independently perform audits as appropriate; defines scope and goals of proposed audit; designs audit plans; researches specific statutes and regulations pertaining to department being audited; performs detailed analyses of departmental financial operations utilizing standard auditing procedures; identifies problems and recommends solutions to Chief Deputy Auditor-Controller and appropriate Department personnel; prepares thorough and complex audit reports detailing audit findings; provides follow-up training to departments as appropriate.
- ◆ Analyzes, oversees and/or maintains accounts and related ledgers as assigned; prepares and provides specialized accounting data and fiscal reports to the County Board of Supervisors, other County departments, Federal, State, and local agencies, private auditing firms, or as required by governing agencies.
- ◆ Analyzes and/or maintains complex records of financial transactions of County proprietary funds, working capital funds, school district funds, special district funds, and active trust and agency funds; ensures that all money received in the County Treasury is credited to the proper fund; details the source of revenue in accordance with predetermined revenue estimates.
- ◆ May lead or supervise the process of planning, directing and reviewing vouchers, requisitions, purchase orders, vendor invoices, contracts, and other fiscal documents to ensure that proper cost centers are charged, that expenditures are recorded in the proper classifications, and that purchases and other transactions by the department are proper and in accordance with their approved budget.

For a complete job description, please visit the Human Resources website at www.sigov.org/hr

COMPENSATION and BENEFITS

Annual Salary: \$63,792 to \$77,556
(Approx. Monthly Salary: \$5,316-\$6,463)

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)
- ◆ For current San Joaquin County Civil Service employees, 14 holidays per year. For new employees, 10 paid holidays per year.



Deputy Auditor-Controller III

MINIMUM QUALIFICATIONS

EITHER PATTERN I

Experience: Two years as a Deputy Auditor-Controller II 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: Four 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

License: Ability to obtain 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, please indicate:

- a. Name of College/University
- b. Major/Discipline/Emphasis
- c. Number of Units Completed in Accounting

2. Do you possess four years of full-time, paid professional post-graduate accounting/auditing work experience?
_____ Yes _____ No

If yes, please provide a detailed description of your job duties and the scope of responsibility you had for performing the accounting/auditing duties.

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 provide a detailed description of your role on the team and/or provide the training received in auditing procedures including the length of time in training.