



Assistant Auditor - Controller



LAKE COUNTY, CALIFORNIA

Assistant Auditor-Controller

THE OPPORTUNITY

Lake County's next Assistant Auditor-Controller will have the chance to expand and refine their considerable financial talents as well as develop as a manager and leader. The ideal candidate for Assistant Auditor-Controller will be an experienced and enthusiastic financial manager seeking to be a part of a team of dedicated professionals focused on process and technology advancements within County government.

THE REGION

Lake County is located in the beautiful north coast region of California, just a short drive from Sacramento, the coast and the Bay Area. With a population of around 65,000 and covering over 1,300 square miles, there is plenty of room to recreate in Lake County. Outdoor activities abound, including cycling, hiking, fishing, water sports, birding, off-roading and horseback riding. Clear Lake, perhaps the oldest lake in North America is ranked by Bassmaster as one of the Top 10 bass fishing lakes in North America. Try our many streams and reservoirs for fishing and recreating opportunities throughout Lake County on most weekends, including the wildly popular Catfish Derby, Sprint Boats, Seaplane Splash In and the gorgeous boats of Wood & Glory, the largest antique boat show on the West Coast, to name just a few.

Experience the growing renown of our wine region: Lake County boasts seven American Viticultural areas, each with distinctive style, and is home to 38 wineries and growing. Our rich agricultural heritage is evident in our world-class products like pears, walnuts and wine grapes, and a vibrant farmer's market/farm-to-table movement. Our burgeoning arts community is a great way to make friends while enjoying good food and great company. Incredible festivals, popular cycling events, such as the Konocti Challenge, Halloween Spooktacular and Trick or Treating on Main Street, and California's first quilt trail are rare treats of the rural lifestyle. Fourth of July fireworks displays all around the lake, with ancient Mt. Konocti in the background, and lit by a full moon, is something you'll never forget.

Lake County is the perfect place to escape the stressors of urban living. Approximately 250 days of sunshine rounds out the relaxed living in Lake County ensuring sun-lit days for exploration and discovery. Our nighttime skies are undimmed by city lights. Our natural beauty refreshes your senses. Little traffic, healthy lifestyle, a tremendous sense of community, and the cleanest air in California are just some of the many reasons to live in Lake County.

For some stunning glimpses of Lake County visit <https://lakecounty.com/>.

For more information on the agency visit <https://www.lakecountyca.gov/>.

THE POSITION

Reporting to the Auditor-Controller/County Clerk, this position assists with the overall administration of the Department and may serve as the Auditor-Controller/County Clerk as assigned. The Assistant Auditor-Controller will work on a variety of difficult, complex assignments in the accounting and auditing of County financial records. As a member of the management team, this position supervises staff in the Department and assists with staff hiring, evaluating and training.

As a liaison with many government agencies, special districts, the Board of Supervisors and others; the Assistant Auditor-Controller for Lake County must have superb people skills as well as excellent financial



acumen. Candidates with a high level of energy and drive will succeed in this position. The ideal candidate is comfortable being a working manager who is open to ideas from staff and management. The Assistant Auditor-Controller will be flexible and collaborative, yet stay focused enough to meet daily deadlines. Outstanding communication abilities will be needed, and the ideal candidate must be adept at presenting in a public setting. Because the County is considering major modernization initiatives, the ideal candidate for the Assistant Auditor-Controller position will be technologically savvy, with experience assisting with evaluating and implementing financial systems a plus.



The mission of the County of Lake Auditor-Controllers Office is to maintain financial accounting integrity for Lake County citizens, County Departments, Special Districts and others entrusting their funds in the County Treasury. In this we shall strive to:

- Provide accurate and timely financial information as provided by the resources available to us.
- Treat employees, departments, customers, clients and the public professionally, respectfully and responsively.
- Encourage employee participation and advancement within our team.
- Promote ideas for efficiency from employees, customers, clients and all those using our services.

Examples of Essential Duties:

- plans and coordinates delegated Department work functions
- develops and implements financial recordkeeping methods and procedures
- directs financial analysis and record-keeping work related to the collection, disbursement, and proper allocation of County funds
- works with County management and special district officials to provide advice and consultation on budget procedures and expenditures
- assists with compiling, preparing and controlling the annual County budget
- oversees and assists with balancing journals and ledgers
- develops and coordinates the implementation of cost tracking systems, including maintaining information for State Mandated Cost billings
- keeps abreast of legislative changes and legal issues involving County government
- oversees the development, preparation, and submission of financial statements and reports
- provides advice on code and law changes to other staff
- represents the Auditor-Controller/County Clerk with the public, boards, commissions, and representatives of other government agencies, as delegated

MINIMUM QUALIFICATIONS

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to meet the required knowledge and abilities would be:

- Five years of increasingly responsible work experience accounting, auditing, and financial analysis work in a government agency, including at least two years in a management



capacity and a Bachelor's degree with a major in accounting, finance, or business administration.

Special Requirements:

- Possession of a Certified Public Accountant license is preferred.
- Possession of, or ability to obtain, a valid California Driver's license is required.

COMPENSATION AND BENEFITS

The salary range for the Assistant Auditor-Controller is **\$5,597 - \$8,077 per month**. Starting salary will be dependent upon experience. In fiscal year 2018/2019 the County will complete a classification and total compensation study.

Lake County offers the following benefits to its management staff:

- Retirement: The County participates in CalPERS retirement, (2% @ 55 formula – Classic, 2% @ 62 formula – New)
- Management leave: 40 hours paid administrative leave per year that may be cashed out
- Health Insurance: Starting 1/1/2019 the County will pay a \$1,000 monthly contribution toward the

employee's choice of medical, dental and vision insurance.

- \$5,000 life insurance and \$5,000 AD&D is provided
- Holidays: 13 paid holidays per year
- Vacation: Three weeks of paid vacation per year for the first through fifth year of employment; increasing with service
- 12 days of paid sick leave per year which are accrued and not capped
- Various pretax options such as dependent care, and unreimbursed medical,
- Department paid cell phone or cell phone stipend are available
- Deferred compensation plans, credit union membership, AFLAC, AIRMed Care and Supplemental Life Insurance are available



- Additional benefits with qualification criteria include: moving allowances, prior government service toward vacation accrual, purchase of vacation and sick time on appointment, tuition reimbursement.

APPLICATION AND SELECTION PROCEDURE

The final filing date is Monday, February 4, 2019. To be considered, please submit a detailed resume, cover letter, and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your resume should indicate the size of staff and budgets you have managed and also reflect both years **and** months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at: <https://secure.cpsshr.us/escandidate/JobDetail?ID=400>

For additional information about this position please contact Teresa Webster at 916.471.3462 or twebster@cpsshr.us.



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