

COUNTY OF SOLANO

DEPUTY AUDITOR CONTROLLER

DEFINITION

Plans, organizes and directs the operations of a division or divisions in the Auditor-Controller's Office in accounting and auditing, providing policy direction in accounting and auditing to departments, evaluating and ensuring the reliability of financial reporting; analyzes and provides complex financial data; interprets laws, mandates, regulations and provides technical assistance and advice to the Board of County Supervisors, CAO, Federal, State, local agencies and the public.

CLASS CHARACTERISTICS

This classification describes positions assigned to direct the activities of an internal audit division or to direct a multi-function accounting division. This is a fully qualified professional accounting/auditing level characterized by the responsibility to perform routine and complex accounting/auditing functions in ensuring accuracy and reliability of financial data reported.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Auditor-Controller.

Exercises supervision over Accountant-Auditor staff.

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

Plans, organizes and directs an accounting or audit division; supervises professional accountant/auditors; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes; establishes policies and procedures to ensure proper accountability and compliance with established law, agreements and policies; develops strategic plans.

Prepares annual audit plan for approval; plans, organizes and directs the performance of annual County-wide risk assessment used in developing annual plan; updates long-range strategic plans; obtains and reviews new audit mandates from the state and federal governments for inclusion in planning.

Develops and implements accounting policy and procedures manuals for County departments and for use by counties state-wide; conducts county-wide training and workshops.

Reviews, evaluates and analyzes the information gathered by professional auditors during surveys and audits; reviews department/agency mission and goals, budget, staffing levels,

revenues and expenditures and the impact of applicable legal codes and policies that govern or affect the department/agency's operations.

Reviews and approves cost reports, program audits, audit resolution, and cash management; approves payments, adjustments or corrections to data or records with financial and political implications.

Formulates, enhances, and modifies accounting systems; works with MIS to develop and expand automated areas of manual account systems.

Directs the preparation and/or prepares account reports and financial information for the Board of Supervisors, special districts, other agencies and the public.

Makes recommendations to departments and other agencies on fiscal administration and accountability; resolves fiscal and administrative issues; responds to questions and complaints.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; acts as an information source regarding laws, rules, regulations impacting accounting and fiscal procedures; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Considerable knowledge of standards accounting principles and practices.

Supervisory methods and standards.

Auditing practices.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Develop standards and evaluate and audit performance goals.

Analyze and interpret data, laws, agreements, rules and regulations associated with the functions of assigned division.

Prepare financial, narrative and statistical reports.

Research issues, laws, regulations and new legislation affecting division operations.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Three (3) years of professional accounting and auditing experience that includes supervisory experience.

Education/Training:

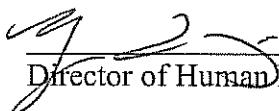
Bachelor's degree is required from an accredited college or university, preferably in Business or Public Administration, Accounting, or a related field.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.



Director of Human Resources

Revised Date: February 2003

BOS Date: June 30, 2003