

AUDITOR-CONTROLLER MANAGERDEFINITION

This classification performs general administrative, personnel, staff development, fiscal, program and data processing system analysis. Make decisions in financial (accounting and auditing), personnel, and other administrative systems of average to difficult complexity.

DISTINGUISHING CHARACTERISTICS

The Auditor-Controller Manager is distinguished by the level of responsibility of managing multiple components of accounting, administrative and auditing systems, fiscal, staff development, and program analysis.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance; exercises direct supervision over staff in the Auditor-Controller division.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The Incumbent may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks, as well as other marginal tasks.

- Plans, develops, and evaluates Auditor-Controller Division's goals, objectives, policies, and procedures; interprets laws and regulations; develops systems and standards for program evaluation; assures the Auditor-Controller division's activities follow all applicable laws, policies and regulations.
- Directs the Auditor-Controller division's operations; evaluates issues and recommends solutions; prioritizes and assigns projects; identifies and communicates strategies, goals and objectives.
- Assists the Director of Finance with the accuracy and quality of the County budget expenditures, tax accounting, general accounting and reporting documents, and the Auditor-Controller division's work products.
- Assists the Director of Finance with the preparation and administration of the County budget; directs the auditing function of the Auditor-Controller division in the performance of audits of County departments and Special Districts.
- Consults with and assists the Director of Finance in the planning, coordinating and administration of the Auditor-Controller division.

- Performs the most difficult and complex accounting tasks in the Auditor-Controller division, including preparing financial audits, reports and statements.
- Manages all aspects of accounting in the Department of Finance, which includes:
 - a) Supervising the Accounts Payable & Utilities functions – Directs the payment and allocation of invoice charges; and evaluates the related internal controls to ensure that proper controls are in place to provide for the proper payment and allocation of such expenditures;
 - b) Supervising the Payroll function – Ensures that employees are appropriately paid and that reports are timely prepared and submitted to the appropriate State, Federal and Other agencies; and
 - c) Supervising the Property Tax function – Ensures that property tax revenues are accounted for and apportioned to the different entities in a timely and accurate manner in accordance with applicable rules and regulations.
- Participates in the preparation of budgets for each County Department; coordinates budget information collection from all departments; supervises budget adjustment and transfers.
- Monitors compliance with generally accepted accounting principles; reviews and approves fund reconciliations, account balancing, tax strategies, correspondence, and special reports.
- Serves as a liaison to County departments and special districts staff regarding budget procedures, estimates, and transfers.
- Assists the Director of Finance with the preparation and review of the annual Cost Plan Allocation in accordance with current Federal and State regulations.
- Maintains the County’s chart of accounts in compliance with the State Controller’s Office and the Governmental Accounting Standards Board’s standards and guidelines.
- Consults with Director of Finance about the selection, training, and evaluation of staff.
- Performs functions of the Auditor–Controller and functions of Treasurer–Tax Collector in the absence of the Director of Finance.
- Assists the Director of Finance with Departmental hiring decisions in the Auditor-Controller Division.
- Assists the Director of Finance with the coordination and preparation of audit workpapers for the external County audit.
- Represents the County in various meetings and functions. • Performs additional related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Generally accepted accounting principles and generally accepted auditing principles related to the public sector.

Governmental Accounting Standards Board standards and recommended practices.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Principles and practices of governmental budgeting.

Basic mathematics principles.

Principles and methods of statistical analysis.

Modern office procedures, methods, and technology.

Appropriate English usage, spelling, grammar, and punctuation.

Ability to:

Read, understand, interpret, and apply accounting standards and procedures, related to Federal, State or local laws, rules, and regulations.

Effectively plan, organize, staff, coordinate and direct a variety of financial activities.

Plan, coordinate and conduct comprehensive financial audits.

Supervise, train, and evaluate staff.

Analyze and verify complex financial and accounting transactions and reports.

Prepare detailed and complex financial statements and reports.

Prepare and administer the Department's budget.

Oversee County-wide accounting systems and operations.

Make sound and educated decisions and work independently with limited supervision.

Perform accounting and mathematical calculations with speed and accuracy; perform accurate statistical analyses.

Respond to inquiries from management, citizens, and regulatory agencies.
Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs. or less; occasionally 5 to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making, concentration, and working alone; occasional public contact.

MINIMUM REQUIREMENTS:

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

Experience:

At least two years of increasingly responsible experience in accounting or financial auditing, including two years of administrative and supervisory responsibility.

Education:

Bachelor's degree from an accredited college or university with major course work in accounting, financial management, business administration or related field.