



COUNTY OF GLENN ASSISTANT DIRECTOR OF FINANCE AUDITOR/CONTROLLER

Annual Salary
\$95,659.20— \$116,292.80

The County of Glenn is seeking an Assistant Director of Finance-Auditor/Controller who is a strategic, collaborative, and confident leader with effective communication skills. This position will exercise functional and technical supervision over staff in the Auditor-Controller division. Plan, develop, and evaluate the division's goals, objectives, policies and procedures; interpret laws and regulations; develop systems and standards for program evaluation; assures the Auditor-Controller division's activities follow all applicable laws, policies and regulations. Will also provide highly complex staff assistance to the Department of Finance Director.

DEADLINE TO APPLY: Friday, February 24, 2023



GLENN COUNTY

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon spawning rivers in the world. Glenn County has 861.2 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

QUALIFICATIONS:

Knowledge of:

- Pertinent federal, state and local laws, codes and regulations.
- Generally accepted accounting principles, generally accepted auditing principles related to the public sector financial administration. Directs the Auditor-Controller division's operations; evaluates issues and recommends solutions; prioritizes and assigns projects; identifies and communicates strategies, goals and objectives. Principles and practices of budget preparation and administration.
- Perform accounting and mathematical calculations with speed and accuracy; perform accurate statistical analyses.
- Prepare detailed and complex financial statements and reports.
- Communicate clearly and concisely, both orally and in writing .
- Establish and maintain cooperative working relationships with those contacted in the course of work.

DISTINGUISHING CHARACTERISTICS

This is a senior position and reports directly to the Director of Finance. The incumbent is responsible for managing the Auditor-Controller division of the Finance Department. This is a non-represented position.

SUPERVISION RECEIVED AND EXERCISED

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



EXAMPLES OF DUTIES

- Plans, develops, and evaluates 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.
- Assures the accuracy and quality of the County budget expenditures, tax accounting, general accounting and reporting documents, and the Auditor-Controller divisions work products.
- Assists in the calculation of the County's cash flow needs for the investment program to maximize return on investments.
- Assists in 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.
- Prepares division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget.
- Participates in the preparation of budgets for each County Department; coordinates budget information collection from all departments; supervises budget adjustment and transfers.
- Assists in the calculation of the County's cash flow needs for the investment program to maximize return on investments.
- Maintains the chart of accounts compliance with the State Controller's Office and the Governmental Accounting Standards Board's standards and guidance.



BENEFITS

- 13 paid holidays per year and an additional twenty-four hours of holiday leave.
- 88 hours per year vacation during first two years of services; 128 hours per year years 3 through 12; 168 hours after 12 complete years of service.
- 96 hours per year of paid sick leave.
- 80 hours annual leave (prorated)
- 40 hours bereavement leave.
- The County pays a portion of the CalPERS medical insurance premium for employees.
- \$50,000 County paid term life insurance.
- The County offers vision and dental insurance for employees.

Summary of Benefits for
Non-Represented Employee



EXPERIENCE AND TRAINING GUIDELINES:

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:

Five years of increasingly responsible experience in accounting or financial auditing, or banking, investment management and/or taxation, 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.

Desirable Qualifications:

Possession of a valid certificate issued by the California State Board of Accountancy under Chapter 1, showing the person to be authorized to practice as a certified public accountant, or as a public accountant is highly desirable.

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

Applications will be accepted until: February 24, 2023 at 5:00 p.m.

A complete application packet MUST include:

- **A Glenn County Employment Application**
- Résumé
- Cover Letter
- Transcripts
- License

A complete job description and application may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: www.countyofglenn.net

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY. WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT.