

ASSISTANT AUDITOR - CONTROLLER

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the functions and operations of the County Auditor/Controller's Office; to provide staff supervision, evaluation, and training; to perform a variety of the most complex fiscal and budget administration responsibilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification which oversees the daily operations of the County Auditor/Controller's office and provides administrative support for the County Auditor/Controller.

REPORTS TO

County Auditor/Controller.

CLASSIFICATIONS DIRECTLY SUPERVISED

Accountant I & II, and Fiscal and Technical Services Assistant I, II, and III.

EXAMPLES OF DUTIES

- Assists the County Auditor/Controller with planning and directing the functions and operations of the Auditor/Controller Office
- Oversees auditing activities
- Develops financial recordkeeping methods and procedures
- Formulates policies and procedures in consultation with the Auditor/Controller
- Plans and coordinates work assignments
- Supervises, trains, and evaluates the work of professional fiscal and support staff
- Directs financial work related to the collection, disbursement, and proper allocation of County funds
- Develops and recommends billing rates for court and jail costs
- Compiles the preliminary County budget, using for past years' expenditures, estimated revenue by classification and fund, fund balances, and estimated amounts to be raised by tax levy
- Explains and provides advice on budget development procedures
- Prepares final budget and compiles annual financial report for the Board of Supervisors
- Analyzes and uses appropriation ledgers, general ledgers, school ledgers and bond and interest records in the development of budgets and financial reports
- Audits vouchers and payrolls, checking work of subordinates for accuracy; certifies the legality of payments
- Assists with compilation and compiles financial information for external auditors and

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consultants

- Prepares reimbursement claims to the State
- Balances Social Services' Trust Funds
- Tracks Federal revenues and expenses for audit; prepares and answers correspondence
- Acts for the Auditor/Controller when necessary
- Serves as a liaison with other persons, committees, boards, groups, and associations

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures, policies, and legal requirements of County budget preparation.
- Legal provisions related to the audit, verification, and distribution of tax funds and taxes collected
- Operations, rules, policies, and procedures of the Amador County Auditor/Controller's Office
- County fund disbursements, auditing, and record keeping principles and practices.
- Organization and functions of the departments and political subdivisions of the County
- Office management methods and procedures
- Principles of supervision, training, and staff evaluation

Ability to:

- Assist with the planning, direction, and management of the functions and operations of the County Auditor-Controller Office
- Supervise, train, and evaluate the work of assigned staff
- Perform a wide variety of complex and specialized financial analysis and administrative support assignments for the Amador County Auditor/Controller
- Interpret, explain, and apply a variety of County Auditor/Controller policies, rules, procedures, and regulations
- Analyze, develop, and modify auditing, accounting, and financial recordkeeping procedures
- Maintain or supervise the maintenance of tax records and develop statistical and accounting reports on tax matters

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- Gather, organize, analyze, and present a variety of data and information
- Oversee the development and preparation and prepare accurate financial statements, records, and reports
- Effectively represent the County Auditor-Controller in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies
- Establish and maintain cooperative working relationships

Training and Experience:

At least five (5) years of responsible experience in account, auditing, and related financial recordkeeping work, preferably including at least one (1) year in a lead or supervisory position.

A BA or BS Degree in accounting, economics, fiscal systems, or a closely related field.

Special Requirements: None.