

## **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. Incumbents are responsible for administering and maintaining the County's property tax roll, interpreting and applying Revenue and Taxation code and keeping abreast of all changes that may affect property taxes.

### **REPORTS TO**

County Auditor/Controller.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Accountant, Accountant Auditor/Liability Risk Analyst, Accountant/Workers Compensation Analyst, Payroll Specialist I or II, Fiscal Support Coordinator, Lead Fiscal Technical Service Assistant, Auditor Accounting Technician, Auditor Accounting Clerk I or II. .

## **ASSISTANT AUDITOR/CONTROLLER - 2**

### **EXAMPLES OF DUTIES**

- Assists the County Auditor/Controller with planning and directing the functions and operations of the Auditor Controller Office.
- Oversees auditing activities.
- Assists in developing 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 fiscal support staff.
- Directs financial work related to the collection, disbursement, and proper allocation of County funds.
- Participates in budget preparation and administration for the Auditor's Office.
- Compiles the preliminary County budget, using 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.
- Assists in preparing final budget and compiling annual financial report for the Board of Supervisors.
- Assists in reviewing budget adjustments and transfers throughout the year.
- Prepares special State reports, such as Trial Court Funding, Taxes & ERAF Reporting for schools and colleges ; analyzes and uses appropriation ledgers, general ledgers, and bond and interest records in the development of budgets and financial reports.
- Compile and calculate periodic State reporting and remitting of funds to include but not limited to: Sales & Use tax, court TC31 collections, Court facility & MOU payments.
- Assists with compilation and compiles financial information for external auditors and consultants.
- Assists in conducting audits of County departments, including the review of existing accounting procedures and internal control methods.
- Prepares and answers correspondence in consultation and approval of the Auditor/Controller.
- Acts for the Auditor/Controller when necessary.
- Serves as a liaison with other persons, committees, boards, groups, and associations as assigned by Auditor/Controller.
- Processing additions, changes, and deletions to the County tax rolls.
- Prepares all tax reports and apportions taxes to entities.
- Maintains proper tax roll fiscal balances.
- Computes and figures tax penalties as appropriate.
- Analyzing the impact of the tax roll changes on County revenue.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Complete the monthly cash counts and quarterly investment audit reviews.
- Assists with maintaining proper controls on trust accounts.

## **ASSISTANT AUDITOR/CONTROLLER - 3**

### **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 Plumas 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 Plumas 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.
- 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.

## **ASSISTANT AUDITOR/CONTROLLER - 4**

### **Training and Experience:**

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

AND

Equivalent to successful completion of the courses required for a major in accounting at an accredited four (4) year college or university; or successful completion of a professional accounting curriculum given by an approved institution which included courses in elementary and advanced accounting, auditing, cost accounting, and business law.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case bases.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.