

**MENDOCINO COUNTY GOVERNMENT
CLASSIFICATION SPECIFICATION**

CLASS TITLE: CHIEF DEPUTY AUDITOR-CONTROLLER	CLASS CODE: 0167
DEPARTMENT: AUDITOR-CONTROLLER	FLSA STATUS: E
REPORTS TO: ASSISTANT AUDITOR-CONTROLLER	BARGAINING UNIT: UNREPRESENTED
CIVIL SERVICE: NO	DATE: July 2016

JOB SUMMARY:

Under limited direction, assists with the supervision and coordination of the activities within the Auditor-Controller's Office. Oversees and performs various specialized and complex professional-level accounting/auditing work, including analyzing a variety of financial operations, accounting systems, policies and procedures; issuing reports of findings; and preparing financial statements, and planning, organizing, supervising, and directing the work of staff engaged in a wide variety of accounting and/or auditing functions. Work consists of varied and complex professional auditing and administrative duties. The Auditor-Controller's Officer is responsible for overseeing all accounting and budget functions for all County departments and offices.

DISTINGUISHING CHARACTERISTICS:

Chief Deputy Auditor-Controller is a single-incumbent classification responsible for providing oversight and supervision within the Auditor-Controller's Office and assisting the Auditor-Controller and the Assistant Auditor-Controller with administrative matters within an assigned area. This classification is distinguished from the Assistant Auditor-Controller by the latter's responsibility to assist the Auditor-Controller in the overall strategic planning and oversight of activities and operations of the office. This classification is distinguished from the Auditor by its oversight and supervision of an assigned unit, and by the performance of the most complex duties.

SUPERVISION EXERCISED:

Exercises direct and indirect supervision over supervisory and non-supervisory staff within assigned unit.

EXAMPLES OF GENERAL DUTIES:

Duties may include but are not limited to the following:

- Carry out supervisory duties in accordance with policies, procedures, and applicable laws including: interviewing, hiring, training and mentoring; planning, prioritizing, and directing work; appraising performance; and addressing complaints and resolving problems.
- Assist with the planning and implementation of short and long-term goals, objectives, and strategies for the office and the assigned unit to ensure efficient organization and completion of work.
- Communicate, monitor, and assist in the development of policies, procedures, and standards for the unit; recommend and implement improvements when necessary.
- Monitor, supervise, and coordinate the work of staff within the assigned unit as directed.
- Supervise and participate in the most complex professional accounting and/or auditing activities for County departments and offices, special districts, and other entities; interpret and apply pertinent laws, regulations, ordinances, and policies to ensure compliance.
- Provide technical expertise and general guidance to staff.
- Provide accounting assistance to various departments and/or offices.
- Assist with the administration and monitoring of the annual County budget; plans, allocates, and monitors time, people, equipment, and other resources for the organization to ensure efficient organization and completion of work.
- Perform financial analysis and/or provide data at the request of the supervisor, other officials, general public, etc.
- Oversee accounting/auditing functions for all County departments and offices.
- Review revenues for placement in correct fiscal period.
- Disseminate a variety of information to various agencies, divisions, offices, or departments via telephone, employee meetings, mail, or fax.
- Prepare complex, routine, and non-routine reports as requested, utilizing a variety of software; receive, sort, and summarize material for the preparation of reports.
- Relay and interpret administrative decisions, policies, and instructions.
- Ensure quality standards and compliance with regulations are maintained.
- Maintain and upgrade knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications; inform staff of pertinent updates.
- Serve as lead expert in handling more complex fiscal questions.
- May serve as backup for other positions within the department, as needed.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal 10 Key Calculator General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent in coursework from an accredited four-year college or university in finance, accounting, or a related field; and, three (3) years of full-time experience as an Auditor or Accountant with the County of Mendocino, or other progressively responsible professional-level accounting experience, with at least one (1) year of full-time work in a supervisory or administrative capacity.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Generally accepted accounting principles as applied to governmental accounting.
- Generally accepted auditing standards.
- General and cost accounting; grant accounting; fund and project accounting.
- Financial report and statement preparation.
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- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Methods and techniques of research, statistical, analysis and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- County government organization and operations.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Analyzing and evaluating accounting problems and using independent judgement to resolve technical accounting problems.
- Reading, analyzing and interpreting professional periodicals and journals, technical procedures and government regulations.
- Applying concepts such as fractions, percentages, ratios and proportions to practical situations.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Ability to:

- Read, analyze and interpret professional periodicals and journals, technical procedures, and government regulations.
- Write reports, correspondence, and procedure manuals.
- Read, write, and perform complex arithmetic calculations.
- Resolve conflict; to deal with problems involving several concrete variables in standardized situations.
- Read, comprehend, and interpret a variety of instructions in written, oral, diagram, or schedule form.

- Read and comprehend instructions, routine correspondence, and memos.
- Establish and maintain effective working relationships with others.
- Communicate effectively orally and in writing.
- While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; to reach with hands and arms; and speak and hear.
- While performing the essential functions of this job, the incumbent is occasionally required to lift, carry, push, pull, or move items weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.