

COUNTY OF SOLANO

AUDITOR-CONTROLLER

DEFINITION

Under statutory direction, plans, organizes and directs the office of the Auditor-Controller; serves as chief accounting officer of the County; serves as a member of the County's management team.

CLASS CHARACTERISTICS

This is a single position class which describes an elected department head. The class is characterized by the responsibility for prescribing and controlling the accounting forms and the method of keeping the accounts of all offices, departments and institutions under the control of the Board of Supervisors, and of all special districts whose funds are kept in the County treasury.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs the operations of the Auditor-Controller's Office; supervises office staff and services, including budget preparation, personnel development and fiscal management.
2. Monitors financial and budgetary controls and fund balances of all County departments, other budgets under the control of the Board of Supervisors and local board trust funds; informs relevant County officials of their financial/budgetary status.
3. Audits the financial records of departments and special districts in the County; prescribes and implements accounting systems for maintenance of those records; serves as Auditor and/or Financial Officer for various special districts, boards and other authorities; provides accounting, budgetary and fiscal direction to County departments and special districts.
4. Calculates tax notes for bonded indebtedness and County tax bills on secured and unsecured tax notes in accordance with California statutes; monitors impound taxes and makes apportionment to various taxing jurisdictions based on mutual agreements and/or state law.
5. Issues all vendor and payroll warrants for the County and attests to the validity of claims.
6. Assists the County Board of Supervisors in apportioning special revenues and prepares reports as the Board deems necessary; monitors designated County redevelopment areas and apportions revenue to them from the appropriate taxing agencies.

QUALIFICATION GUIDELINES**EDUCATION AND/OR EXPERIENCE**

Since this class describes a single position elected official, qualifications are governed by California Codes, however, candidates should demonstrate possession of and competency in requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Extensive knowledge of the California laws, rules and regulations pertaining to the office of Auditor-Controller; the generally accepted principles and practices of governmental accounting and the maintenance of financial records; the principles and practices of public administration relating to finance and budgeting, program planning/evaluation and personnel management.

Ability to plan, organize and direct the operations of the Auditor-Controller's Office; read, apply and interpret governmental accounting practices and procedures; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; project consequences of decisions; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets, funding proposals and narrative and statistical reports; comply with laws, regulations and professional practices governing financial program services and operations; understand and analyze expenditure reports; organize and prioritize work assignments; research regulations, procedures and/or technical reference materials; determine and evaluate levels of achievement and performance; interpret administrative direction and incorporation into operational policy and procedure; maintain confidentiality of information; effectively delegate responsibility and authority to others; ascertain facts by checking accounting records, books and reports; interpret and apply laws, statutes, rules and regulations; communicate effectively both verbally and in writing; coordinate and evaluate the work of subordinates; prepare the annual budget; develop and maintain cooperative working relationships; secure cooperation and teamwork among professional and support staff within the department; demonstrate tact and diplomacy.

SPECIAL REQUIREMENTS

Incumbent must meet requirements for this office as set forth in the California Government Code.

SUPPLEMENTAL INFORMATION

Independent travel is required.