

COUNTY OF SOLANO
CLASS SPECIFICATION
ACCOUNTANT-AUDITOR ANALYST

CLASS SUMMARY

Under general direction from the Deputy Auditor Controller or Chief Deputy Auditor-Controller, performs a variety of highly complex and sensitive professional accounting and financial analysis and/or auditing for county-wide programs and activities. Responsible for providing analytical support to department management relative to complex fiscal matters and for recommending and implementing countywide solutions. This classification exercises a high-level of independence to solve complicated fiscal problems; serves as a subject-matter expert, and will provide interpretation, advice, analysis, consultation, and professional support on fiscal, accounting, auditing policies and procedures to department heads, other fiscal staff and external agencies. Employees in this class have the ability to perform all the duties of an Accountant - Auditor III. Incumbents of this class can be assigned to specialize in Accounting and/or Auditing.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Deputy Auditor Controller/Chief Deputy Auditor-Controller class(es) which, directs the activities of an internal audit division or directs a single or multi-function accounting division.
- Accountant – Auditor III class which, performs complex professional financial, accounting and auditing duties for county-wide programs and activities.

Note: This class is only found in the Auditor-Controller's Office.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Auditor-Controller and/or Chief Deputy Auditor-Controller

May supervise, provide technical lead, and/or serve as a project lead over professional, fiscal and/ or technical staff.

ESSENTIAL DUTIES *This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.*

Performs a variety of complex county-wide accounting, auditing and financial analysis of countywide programs issue resolution, and monitoring which includes allocation of property tax and administrative costs to cities and other agencies and producing cost plan analysis and financial reports impacting departments county-wide;

Conducts complex, highly sensitive, or multi-faceted internal/external audits; monitors and reviews county-wide fiscal activities.

Provides interpretation, advice, analysis, consultation, and professional support on fiscal, accounting, auditing policies and procedures to department heads, other fiscal staff and external agencies.

Provides consultative direction to management on matters related to operational effectiveness/efficiencies. Participates in the development of annual work plans, long-range planning objectives, operational policies and procedures.

Provides analysis and impact to existing policies/procedures for changes in generally accepted accounting principles or auditing standards. Leads the implementation of changes in generally accepted accounting principles or leads the implementation of new auditing standards.

Analyzes existing/proposed state/federal laws, and regulations; determines the impact of existing/proposed laws and regulations on countywide fiscal or administrative operations; recommends implementation plan of proposed/new laws and regulations; as assigned. Prepares a variety of complex periodic and special reports involving cost accounting, statistics and legal research.

Provides advice, assistance, and training to departments in the areas of countywide impact such as the County-wide allocation plan, year-end closing, financial reporting, accounting processes, compliance requirements, and/or systems operations.

Conducts studies of complex accounting problems and provides detailed analysis.

Performs a variety of financial management duties and services in support of the financial stability of the County.

Develops and/or improves systems and procedures and recommends and implements solutions.

Serves as a subject-matter expert for department heads, other fiscal staff both internal and external departments/agencies.

May supervise, provide technical lead, and/or serve as a project lead over professional, fiscal and/ or technical staff.

May represent the division manager, in his/her absence, in meetings, including board meetings, department meetings, other agency meetings, hearings, reviews, etc., to present reports, other information and/or answer questions.

Can performs all the duties of an Accountant - Auditor III

Can perform related work as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Through Knowledge of:

Public finance administration, generally accepted accounting and auditing principles, practices, theories, procedures, laws, rules, and regulations including internal control systems, cost accounting, and general ledger and automated accounting systems.

Governmental and non-governmental auditing, accounting and budgetary principles and procedures,

Principles and practices of internal and external agency auditing,

Quantitative analysis; and business statistical methods and techniques,

Internal Revenue Code and business law applicable to financial operations,

Analytical techniques including data collection and presentation methods,

Policies, procedures, and activities of the County and departmental practices as they pertain to the performance of duties; agency goals and purposes; terminology, principles, and methods utilized within the department,

Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.

Skills and Ability to:

Collect, compile, and analyze qualitative and quantitative data; draw logical conclusions and make appropriate recommendations.

Analyze, evaluate, and solve complex budgetary, accounting, and administrative problems.

Analyze fiscal data and operating procedures of highly complex information and make projections and recommendations.

Comprehend, interpret, explain, and apply a variety of complex laws, regulations, procedures, and other information related to accounting and auditing principles and standards.

Prepare clear and concise accounting, budgetary, statistical and narrative reports; present technical and financial information and reports to groups effectively.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Properly interpret, determine, and apply appropriate laws, regulations, policies, and collective bargaining agreements to county operations.

Explain County financial processes and systems to others effectively.

Train others in accepted general governmental accounting principles, procedures, rules and regulations.

Supervise, evaluate, train, and develop staff and organize and manage their work.

Establish and maintain working relationships with vendors, county staff, management, state employees, and the general public; maintain impartiality and objectivity; maintain confidentiality of information.

Perform all the duties of an Accountant - Auditor III.

Operate office equipment including a personal computer, copy and fax machines and printers.

REQUIRED EXPERIENCE AND EDUCATION

Experience:

Two (2) years of experience as an Accountant – Auditor III or Five (5) years of professional accounting or auditing experience performing internal, financial and operational auditing and preparing/writing audit reports.

Education:

Bachelor's Degree from an accredited college or university is required in business administration, accounting, auditing, finance, financial management or closely related field. Course work must have included at least 12 semester or 18 quarter units in accounting.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required. Independent travel may be required.

SUPPLEMENTAL INFORMATION

This class may be used to underfill positions allocated to other classes in the series for training, budgetary or staffing purposes.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus may be subject to traffic hazards while driving.

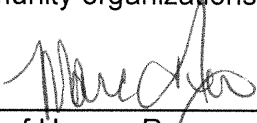
PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 10 pounds of force occasionally and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer, read, and etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Positions in this class also may require employees to have depth perception in order to operate motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed

information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, and criminal checks in any City/County where the applicant has live, worked or gone to school.
- **Independent Travel:** Employees are required to travel independently, to perform work at other work sites, to attend meetings with other County employees, and/or to attend meetings with community organizations.



Director of Human Resources

CLASS HISTORY AND CLASS INFORMATION:

Established Date: 02/ 2017

Date Adopted by the Board of Supervisors: 02/07/2017

Class Code: 305080

