

# San Joaquin County Employment Opportunity **Assistant Auditor-Controller**



## About the position

The Assistant Auditor-Controller is a single position management class responsible for coordinating, originating and executing the financial and accounting policies and procedures of the Auditor-Controller's Office (ACO) and affected County departments. This position communicates with County departments, interprets and explains policies, rules and procedures governing the operation of the ACO. The Assistant Auditor Controller is under the general direction of the elected Auditor-Controller and may act for the Auditor-Controller in his/her absence. The incumbent maintains all financial records of the County, preparing County and special district payrolls, paying County and special districts' claims, provides general accounting services to County departments and special districts, and audits County departments and special districts' records. This position is exempt from civil service.

## The ideal candidate

The ideal candidate is capable of building strong relationships across County government to ensure that the Office is working to benefit community taxpayers through transparency and improved operations. The individual has strong technical and regulatory knowledge of the laws and regulations governing public finance administration, auditing, accounting and budgeting as well as the principles and techniques of program planning, and fiscal analysis. The Assistant Auditor-Controller is a highly strategic, politically savvy executive manager capable of implementing programs and policies to improve the effectiveness of the Office. The ideal candidate possesses strong management instincts and is an effective team builder capable of mentoring and developing staff.

## About the department

The Auditor-Controller, elected by San Joaquin County voters, is the Chief Financial Officer of the County and provides accounting, budgeting, financial services, and internal controls for the County and the public. The ACO has a budget of over \$7.5 million, and handles and oversees the County's \$2.2 billion financial transactions. The ACO works to protect and conserve the County's resources while serving the public interest, honoring the public trust, and demonstrating a commitment to professionalism. The ACO strives to maintain a work environment which encourages independent, self-directed employees to work toward fulfilling their job responsibilities in creative ways. The office provides a friendly, collaborative, teambuilding atmosphere with flexible work hours to accommodate the variety of preferences of our employees. The Auditor-Controller has a team of 34 staff working effectively as a cohesive team across four divisions: Payroll, Audit, Property Tax, and General Accounting.

Recruitment Announcement  
0822-EB2190-EX

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

**SAN JOAQUIN**  
— COUNTY —

*Greatness grows here.*

# Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



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## Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



## Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

## Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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## Typical Duties

Plans, assigns and directs work in the preparation and recording of accounting transactions, maintenance and reconciling of funds journals, ledgers, and other records and books of original and secondary entry; selects and trains employees; prepares and oversees performance evaluations and disciplinary actions.

Implements and revises work systems and procedures; establishes standards of performance; advises department staff on more difficult or complex problems; supervises and assists the Chief Deputy Auditor Controllers.

Advises and assists the Auditor-Controller on formulation of department and division policies and procedures; ensures implementation and compliance with policies and procedures.

Advises and assists the CAO and departments in the preparation and review of county departments' budgets in preparation for their consideration by the Board of Supervisors and prepares budgetary requirements for special districts.

Oversees the preparation and reviews periodic financial statements; audits reports, tax allocations, reports and tabulations; analyzes statistical and financial data; prepares reports and correspondence.



## Typical Duties (cont.)

Advises on cash receipts and disbursements procedures of County departments; and on claims against the County and recommends making or denying payments.

Analyzes revenues available and needed for each current year and for ensuing years; consults with and advises department heads on budgetary matters.

Acts in the absence of the Auditor-Controller.

## Desirable Qualifications

### EITHER PATTERN I

**Experience:** Three years as a Deputy Auditor-Controller III or Chief Deputy Auditor-Controller in San Joaquin County service.

### OR PATTERN II

**Education:** Graduation from an accredited four-year college or university with a specialization in accounting.

**Experience:** Seven (7) years of professional, post-graduate accounting/auditing work that included:

- 1) experience as part of an auditing team; or
- 2) verifiable training in auditing procedures; and
- 3) three (3) years of experience as a supervisor.

## Required Qualification:

This is a departmental promotional recruitment. Candidates must currently be an employee of the San Joaquin County Auditor-Controller's Office.

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## Compensation and Benefits

Approximate Annual Base Salary:

**\$116,843 — \$142,024**

Cafeteria Plan (In addition to base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on a candidate's health plan selection, premiums not paid by the Cafeteria plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary)

- 2% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 12 days sick leave annually; unlimited accumulation.
- 14 paid holidays per year
- 10 days administrative leave per year
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)

For more information, please access the County's

Potential Annual Cashable Compensation	Step 1	Step 5
Annual Base Salary	\$116,843	\$142,024
Cafeteria	\$24,023	\$24,023
2% Employer 457 Contribution (annual)	\$2,337	\$2,840
Vacation Cash Out (annual)	\$3,595	\$4,370
<b>Total</b>	<b>\$146,854</b>	<b>\$173,326</b>

benefits website: [SJC Benefits](#)

This position is exempt from the San Joaquin County Civil Service system and is an "at-will" position. Offers of employment is contingent on successfully completing a pre-employment background and DOJ Live Scan.

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## Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application. Resumes will not be accepted in lieu of a complete application package. If a formal screening process is utilized, qualified applicants will be invited to participate in an screening interview. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.

**Final Filing Date: August 19, 2022**



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