

Napa County Auditor-Controller's Office is seeking applicants for Assistant Auditor-Controller



A Tradition of Stewardship
A Commitment to Service



The Position

Reporting to the County's Elected Auditor-Controller, The At-Will Assistant Auditor-Controller will be responsible for:

- Assisting the Auditor-Controller in planning, directing, managing, and overseeing the activities and operations of the Auditor-Controller's Office and County-wide financial systems.
- Providing highly responsible and complex administrative support to the Auditor-Controller.
- Participating in the development and implementation of the Department's goals, objectives, and priorities; coordinating assigned activities with other departments and outside agencies.
- Providing support to the Department Managers through assessing workload, administrative and support systems, and internal reporting relationships; identifying opportunities for improvement; and directing and implementing change.
- Overseeing and reviewing fiscal, operational, and compliance audits of County departments, special districts, and third party contracts; writing and reviewing audit reports and preparing complex financial statements including the Comprehensive Annual Financial Report (CAFR), Single Audit and Indirect Cost Plan.
- Participating and providing guidance on statewide discussions of pending and adopted financial and tax legislation.
- Participating on boards, commissions and committees.
- Responding to and resolving difficult and sensitive citizen inquiries and complaints.
- Representing the Auditor-Controller and act as the Auditor-Controller in her absence.

The Ideal Candidate Profile

The ideal candidate should possess the following:

- Knowledge of operations, services and activities of a comprehensive governmental accounting system, including Generally Accepted Accounting Principles (GAAP).
- Strong team building, staff development, change management, and leadership skills.
- Ability to develop and administer assigned goals, objectives and procedures; analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.

Required Experience and Education

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

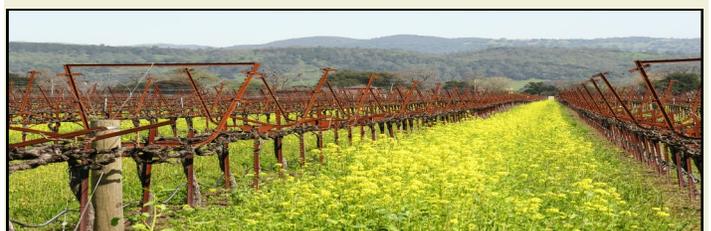
Experience - Eight years of increasingly responsible professional auditing and/or accounting experience involving budget management, financial planning, and program analysis work experience, including four years of management, administrative, and supervisory responsibility. Government experience is desirable.

Education - A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field. An advanced degree is desirable.

License - Possession of a valid driver's license. Possession of an active Certified Public Accountant license issued by the State of California's Board of Accountancy is desirable.

The Auditor-Controller's Office

The Auditor-Controller's Office is responsible for maintaining County financial records and systems, ensuring compliance with Generally Accepted Accounting Principles (GAAP); preparing financial reports for the Local, State and Federal authorities; compiling and monitoring the County's budget; performing internal audits and grant compliance for all County departments and a variety of Special Districts; calculating tax rates and allocating countywide property taxes; processing vendor payments and employee payroll for the County, Special Districts and Napa Superior Courts; and managing County and School debt service payments and reporting.



Napa County - The Geographical Region

Napa County is home to over 140,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of the County's residents live in one of five incorporated cities or town, ranging from the City of Napa (the County seat) with a population of 80,000 residents, to the Town of Yountville with a population of 2,900 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa offers its residents the ideal mix of small town living and big city amenities.

Application Process

The final filing date is **Friday, May 8, 2020 at 5:00 PM**

For more information or to apply, please visit our website: www.napacountycareers.com and click on the "apply" button on the bulletin.

Only online applications will be accepted.

Candidates must attach a cover letter, resume, and three-five professional references to their online application for it to be considered complete.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to interview.

Interviews are tentatively scheduled for **the week of May 25, 2020.**



Napa County - The Government

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four-year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$205 million, and has enjoyed relative financial stability in recent years compared to many other counties. The County's over 1,500 employees provide services to the public through 17 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

Compensation and Benefits

Annual salary range: \$141,356.80 - \$171,849.60

The County offers an outstanding benefit package that includes:

- **Vacation** - 15-26 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - 11 paid holidays per year.
- **Management & Personal Leave** - 80 hours of management and 19 hours of personal leave credited per fiscal year.
- **Medical Insurance** - Choice of 7 CalPERS medical plans. The County makes a significant contribution towards the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Life Insurance** - Basic Life and AD&D insurance policy equal to one times the annual salary with premium paid by the County.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS) offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency), and 2% @ 62 for new members.
- **Deferred Compensation** - A choice of a 457 and a 401a plan with a County match.
- **EAP** - County-paid Employee Assistance Program.

The County of Napa is an Equal Opportunity Employer