# EMPLOYMENT OPPORTUNITY

### ASSISTANT AUDITOR

## SALARY AND BENEFITS

$28.07 - $33.88 per hour plus benefits package

**FILING DEADLINE**

5:00 pm, January 23, 2017

**DUTIES AND RESPONSIBILITIES**

The Assistant Auditor will assist in planning, direction, supervision and coordination of all activities in the Auditor’s Office. The major duties of the job include:

* Direct, supervise and participate in the development and implementation of the financial activities of the County.
* Assist the Auditor and Administration with the budget process; including the preparation and analysis of revenue and expenditure projections.
* Coordinate the activities of the Department which includes; general ledger, payroll, accounts payable, accounts receivable and property tax.
* Evaluate and analyze ideas and concepts; make recommendations regarding methods of implementation.
* Research, interpret and implement new legislation as it applies to County government and finances.
* Plans, develops, coordinates, conducts and implements or directs the implementation of special projects which include but are not limited to annual audits, cost allocation plans and financial statements.
* Prepare financial statements and reports for distribution to County, State and Federal agencies.
* Represent the Department on property tax issues such as programming, standardization and maintenance guidelines and authorization of such.
* Responsible for accounting work relative to special district budgets; develop and implement relative policies and procedures for monitoring different programs. Attend special district meetings as needed.
* Monitor revenues and expenditures for all County departments, track contract and grant revenues and expenditures.
* Coordinate outside audits.
* May serve as a member of the County’s negotiating team in meet and confer sessions.
* Assist in the hiring, training, and evaluation of staff.
* Coordinate Department information technology systems including the departments payroll, property tax and financial systems.
* Explain County policies and procedures to the public.
* Serve in the absence of the Auditor.
* Perform related duties as assigned.

## MINIMUM QUALIFICATIONS: Any combination of education and experience sufficient to directly demonstrate possession and application of the required knowledge and abilities; such as:

***Education:*** Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, public administration or a closely related field.

***Experience:*** Four years of increasingly responsible professional accounting experience including one year in a supervisory capacity.

***License:*** Possession of, or ability to obtain a valid California driver’s license.

**SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to participate in interviews.

# How to Apply

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Obtain a Lassen County application in Personnel Services at our website at: <http://lassencounty.org>, or visit our application center at 221 S. Roop Street, Susanville, CA 96130. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  (530) 251-8320

221 South Roop Street

Susanville, California 96130 January 5, 2017

** General Information **

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.