AUDITOR
The appointee shall hold office for the unexpired term or until the first Monday after January 1, 2023 succeeding the next general election.

SALARY AND BENEFITS

300 days of sunshine every year
Wide open spaces in all directions
Clean air and crystal clear water
Four seasons of recreation
Friendly neighbors

The Sierra Nevadas
The Cascades
The Great Basin
Lakes, rivers, streams
Forgetting what traffic is

We also offer PERS Retirement and employee insurance programs; along with a lot of days off to enjoy the benefits of living in Lassen County

SALARY
$7,112 - $8,601 Monthly,
plus benefits package

More things we love about living here:
A safe, supportive, cohesive community
Over 2,700 square miles of public lands
The sweet smell of pine trees
Trophy trout fishing
Powder days
Single track
Wildlife

Incredible opportunity to work and play hard

Find your path...
About Lassen County

Located in Northeastern California, Lassen County is the eighth largest county in the state geographically and the 47th in terms of population. The incorporated city of Susanville is the eighth largest county in the state geographically and the 47th in terms of population. The county is known for its unspoiled natural beauty, recreation opportunities, and a friendly rural mountain lifestyle.

Susanville Ranch Park www.susanvilleranchpark.com

The Susanville Ranch Regional County Park located adjacent to Susanville and historic Westwood which attracts mountain and road cycling enthusiasts. All of the trails are unmarked single track and are open to the public. The park offers twenty-nine miles of single track. Non-motorized multi-use trails wind through canyons, across meadows, and up into the hills in this uncrowded and unspoiled park.

Lassen County is an equal opportunity employer hiring residents of Lassen County who meet the minimum qualifications. A thorough background investigation will be conducted prior to appointment. 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 appointment process. Selection processes may include, but are not limited to, one or more of the following: application review, background investigation, competitive screening, written examination, performance examination, and/or oral examination. This bulletin is solely for the purpose of announcing the vacancy of the elected office. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

Lassen County Auditor

As specified in the Lassen County Code and California Government Code, qualifications for holding the office of auditor, or for election or appointment to the office of county auditor shall be those provided for in California Government Code Sections 26945, 26945.1, and 26946, as existing or hereafter amended, and until those sections are repealed. The qualifications prescribe level of experience, education and continuing education relating to governmental accounting, auditing or related subjects.

Minimum Qualifications

As specified in the Lassen County Code and California Government Code the qualifications to be elected or appointed to the office of county auditor are those provided for in California Government Code Sections 26945, 26945.1, and 26946, as existing or hereafter amended, and until those sections are repealed. The qualifications prescribe level of experience, education and continuing education relating to governmental accounting, auditing or related subjects.

How to Apply

Qualified applicants must submit an official Lassen County application with responses to the Supplemental Questionnaire to the Lassen County Personnel Department. Please provide specific, accurate and complete information that describes how you meet the minimum qualifications. Faxed copies are acceptable (530) 251-2663, but must be followed-up with a signed original application.

Filing deadline: Continuous until filled

How to Apply

Qualified applicants must submit an official Lassen County application with responses to the Supplemental Questionnaire to the Lassen County Personnel Department. Please provide specific, accurate and complete information that describes how you meet the minimum qualifications. Faxed copies are acceptable (530) 251-2663, but must be followed-up with a signed original application.

Filing deadline: Continuous until filled

Lassen County Personnel Department

221 South Roop Street, Ste. 3
Susanville, California 96130
(530) 251-8320
Website: www.lassencounty.org

Salary:
$7,112 – 8,601 Monthly, plus benefits package.

How to Apply

Qualified applicants must submit an official Lassen County application with responses to the Supplemental Questionnaire to the Lassen County Personnel Department. Please provide specific, accurate and complete information that describes how you meet the minimum qualifications. Faxed copies are acceptable (530) 251-2663, but must be followed-up with a signed original application.

Filing deadline: Continuous until filled

The application forms may be downloaded at:
http://lassencounty.org or by contacting the Personnel Department.

The Appointment Process and Term of Office

The Lassen County Board of Supervisors shall fill by appointment the vacant position of Lassen County Auditor for the remainder of the elected term to January of 2023. The successful appointee’s ability to hold the position thereafter is dependent upon their ability to run for office and be elected.

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 identification or authorization to work in the United States. In addition, the appointee must be 18 years of age and a registered voter in Lassen County at the time of the person’s appointment to the elective office of Lassen County Auditor.
SUPPLEMENTAL QUESTIONNAIRE - LASSEN COUNTY AUDITOR  
(REQUIRED SUBMITTAL BY ALL APPLICANTS)

INSTRUCTIONS: Answer all questions. Attach backup documentation, if applicable.

1. Do you understand that you must be a resident of, and a registered voter in, Lassen County, at the time of appointment?

☐ YES  ☐ NO

2. Do you understand that the position you are applying for is an elected position which, when there is a vacancy, the Board of Supervisors is authorized to fill by appointment for the remainder of the elected term; that the successful appointee’s ability to hold the position thereafter is dependent on their ability to run for office and be elected?

☐ YES  ☐ NO

3. Qualified candidates must meet one of the four “QUALIFICATIONS OF THE OFFICE” to be considered. Please indicate which one or more of the following qualifications of the office that you possess:

☐ I possess a valid certificate issued by the California Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant.

☐ I possess a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and I have served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.

☐ I possess a certificate issued by the Institute of Internal Auditors showing that I am a professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

☐ I have served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.

4. If appointed to the position of Auditor, do you acknowledge the following: 1. You must complete at least 40 hours of qualifying continuing education for each two year period. 2. You must complete at least 10 hours each year of the two year period. 3. At least 20 hours of the required 40 hours must be obtained in governmental accounting, auditing, or related subjects.

☐ YES  ☐ NO
5. Please describe your experience interpreting, applying, and ensuring compliance with applicable guidelines, laws, rules, and regulations, including the California Government Code pronouncement of the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and provisions of the Generally Accepted Accounting Principles (GAAP), Statements on Auditing Standard Board (SAS), Government Auditing Standards (GAS), Generally Accepted Auditing Standards (GAAS), California Revenue and Taxation Code, the California Government Code, policies and regulations of the Securities and Exchange Commission (SEC), and the Municipal Securities Rulemaking Board (MSRB). If you need additional space, please attach your answer to this application/questionnaire.

6. Please describe your supervisory experience related to personnel management, staff development, and training. Specify the number of staff and types of positions you supported, the scope of your duties performed (i.e. any experience with hiring, training, performance management, and/or discipline), and how long you held those responsibilities. If you need additional space, please attach your answer to your application.

7. Please describe your experience with preparing and presenting your subject matter expertise to groups and or governing boards and committees (e.g. presentations to the Board of Supervisors, District Board, City Council, etc.). Include details regarding your approach to presenting ideas and recommendations, and the steps you took to ensure a complete and successful presentation. If you need additional space please attach your answer to your application.

8. Do you acknowledge that you must attach a resume, letter of interest, and answers to the supplemental questions to your application in order to be considered for the appointment?

☐ YES  ☐ NO