

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ACCOUNTING MANAGER

Open and Promotional

Job # 25-UE5-01

Salary: \$10,788 - 14,423 / Month

Closing Date: Monday, July 7, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general direction, this high-level position plans, organizes, and directs the general accounting and control activities of the Auditor-Controller's Office. Responsibilities include overseeing payroll, accounts payable, capital asset accounting, budgeting, financial statement preparation, and tax operations. The role ensures accurate interpretation and execution of accounting functions for the County and special districts, including proper reporting of assets, liabilities, revenues, and expenditures. The position supervises professional, supervisory, and clerical subordinate staff which include professionals physically located in operating departments.

THE REQUIREMENTS: Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

EQUIVALENT TO GRADUATION FROM A COLLEGE OR UNIVERSITY

WITH A MAJOR IN ACCOUNTING, BUSINESS, PUBLIC ADMINISTRATION, FINANCE, ECONOMICS, OR A RELATED FIELD, INCLUDING A MINIMUM OF FIFTEEN SEMESTER UNITS INCLUDING ADVANCED ACCOUNTING, MANAGEMENT OR COST ACCOUNTING, AUDITING, BUSINESS LAW, STATISTICS, AND MANAGEMENT INFORMATION SYSTEMS. *THERE SHALL BE NO SUBSTITUTION FOR THE FIFTEEN REQUIRED SEMESTER UNITS.

AND

THREE YEARS OF INCREASINGLY RESPONSIBLE COMPLEX ACCOUNTING EXPERIENCE WHICH MUST HAVE INCLUDED ONE YEAR AS A FISCAL MANAGER OR SUPERVISOR EXPERIENCE.

A CERTIFIED PUBLIC ACCOUNTANT CERTIFICATE IS HIGHLY DESIRABLE.



SPECIAL REQUIREMENTS/CONDITIONS: License/Requirements: Possession of a valid California C Driver License or the ability to provide suitable transportation which is approved by the appointing authority.

Background Investigation: Must pass a background investigation, which includes fingerprints.

Knowledge: Thorough knowledge of accounting principles, practices and procedures; cost accounting theories, procedures and systems. Working knowledge of the principles and practices of supervision and training; laws and rules regulating fiscal operations; governmental accounting budgetary and financial operations; work organization, simplification and layout; application of data processing to accounting operations; auditing practices and procedures. Some knowledge of business statistics; diversity, equity, and inclusion principles and best practices; and laws, regulations and accounting requirements governing the financial operations of local government.

Ability to: Plan, organize, direct and coordinate varied accounting operations; supervise, train and evaluate subordinate staff; analyze, evaluate and solve accounting and administrative problems; interpret, apply and explain complex laws, policies, procedures, rules and regulations; establish and maintain an effective working relationship with others; develop or revise accounting systems and other systems and procedures to meet changing needs; assist in the design and implementation of computerized accounting systems; prepare clear and concise accounting and narrative reports; present technical financial data and reports before groups; and learn to operate a personal computer, or computer terminal, to design programs to store, retrieve and analyze information.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

ACCOUNTING MANAGER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application. **NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

- 1.) Describe your experience as a fiscal manager or supervisor. In your response include the size of your staff, their job titles, and the type and diversity of their financial responsibilities.
- 2.) Describe your experience in learning and applying complex laws, regulations, policies and procedures that govern administration of a major fiscal program.
- 3.) Describe your knowledge and experience in month and year-end closing of accounting periods, including accounting for capital assets and depreciation, debt service payments, accounts payable, and payroll activities.
- 4.) Please list the semester or quarter units you have completed in the required minimum of fifteen (15) semester units in the following subjects: advanced accounting, management or cost accounting, auditing, business law, statistics, and management information systems. **Please submit transcripts via fax to (831) 454- 2241 or by email to Personnel@santacruzcountyca.gov**

EMPLOYEE BENEFITS

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years' service. Available after 1 year service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – Depending on the plan, the County may cover the cost of employee and eligible dependent coverage.

VISION PLAN – The County covers the cost of employee coverage, and the employee has the option to purchase coverage for eligible dependents.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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