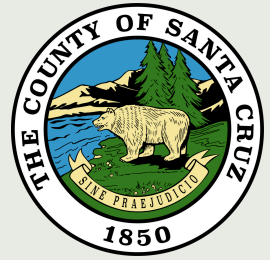


# County of Santa Cruz



INVITES YOU TO APPLY FOR:

## ASSISTANT CHIEF OF FISCAL SERVICES

(PROMOTIONAL ONLY)

**SALARY: \$9,353 – 12,499 / MONTH**



Closing Date:  
Friday, May 16, 2025



Supplemental Questionnaire  
Required

**Apply Now** ➤

To apply, go directly to:  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)  
or Scan the QR code



**SCAN ME**



## **THE JOB:**

Under direction, assist the Chief of Fiscal Services in the planning and implementation of fiscal and accounting programs for the Health Services Agency, Human Services Department, and the Public Works Division of the Community Development and Infrastructure Department (CDI); supervise, coordinate and evaluate the on-going accounting and fiscal activities for the department/agency; prepare portions of and coordinate preparation of the budget; recommend and maintain fiscal procedures; and perform other duties as required. **The current vacancy is in the Human Services Department. The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.**

## **THE REQUIREMENTS:**

**Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:**

Three years of increasingly responsible professional level accounting and budget experience, which includes one year as a supervisor or manager (supervisory or managerial experience need not be at the professional accounting level).

Special Requirements: Background Investigation: Fingerprinting is required. Other Special Requirements: Availability to work a flexible schedule including evenings, weekends, and holidays.

## **REQUIRED KNOWLEDGE AND ABILITIES CAN BE FOUND AT:**

[www2.santacruzcountyca.gov/personnel/Specs/UD5spec.html](http://www2.santacruzcountyca.gov/personnel/Specs/UD5spec.html)

## 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 role and experience managing complex general and cost accounting tasks, including time studies, tracking revenue and expenditures, and managing or participating in audits.
2. Describe your experience in preparing large complex budgets including how revenue projections were made, the size of the organization and the amount of the budget and the various funding sources.
3. Describe your experience with State and Federal cost based claiming and related procedures. Be specific about the types of cost based reimbursement you have experience with such as Grants, Federal and State Funding, Public Assistance reimbursement. Describe the cost accounting tools you used to allocate the costs.
4. Describe your experience managing, directing and supervising staff. In your response, include the size of your staff and the type and diversity of their financial responsibilities

## EMPLOYEE BENEFITS

**VACATION** – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of 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 to offer a range of medical plans. For most of these plans, the County covers the 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 paying a County medical premium may choose to participate in this pre-tax program.

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

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

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.