

County of Santa Cruz

INVITES YOU TO APPLY FOR:



CHIEF DEPUTY AUDITOR-CONTROLLER

Supplemental Questionnaire Required

Open & Promotional

Job # 25-UE7-01

Salary: \$14,267– 19,120 / Month

Closing Date: Monday, May 19, 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 administrative direction, to plan, organize and direct the property tax, accounting, audit, and systems work performed by the Auditor-Controller-Treasurer-Tax Collector's office; to function as the department head in the absence of the Auditor-Controller; and to do other work as required.

This single position class assists the Auditor-Controller in the administration and coordination of the Auditor-Controller-Treasurer-Tax Collector's office including General Accounting, Budget and Tax, Audit and System divisions. The incumbent confers with and advises County departments and Special Districts on accounting, audits and budgets.

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

REQUIRES: 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 HAS SERVED WITHIN THE LAST FIVE YEARS IN A SENIOR FISCAL MANAGEMENT POSITION IN A COUNTY (FOR EXAMPLE: COUNTY AUDITOR, CHIEF DEPUTY COUNTY AUDITOR, DIRECTOR OF FINANCE, ASSISTANT DIRECTOR OF FINANCE, CHIEF ASSISTANT COUNTY AUDITOR, COUNTY ACCOUNTING MANAGER, OR AUDIT MANAGER), 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.



HIGHLY DESIRABLE:

- **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.**
- **A CERTIFICATE ISSUED BY THE INSTITUTE OF INTERNAL AUDITORS SHOWING THE PERSON TO BE A DESIGNATED PROFESSIONAL INTERNAL AUDITOR, WITH A MINIMUM OF 16 COLLEGE SEMESTER UNITS, OR THEIR EQUIVALENT, IN ACCOUNTING, AUDITING, OR FINANCE.**

SPECIAL REQUIREMENTS: License/Requirements: Possession of a valid California Class C driver's license, or the ability to provide suitable transportation which has been approved by the appointing authority. Mentally and physically capable of performing the classification's essential functions as summarized in the Typical Tasks section of this specification. ***Fingerprinting and successful completion of a background investigation.***

KNOWLEDGE: Thorough knowledge of governmental accounting principles, practices and procedures; Auditing Standards; the principles and practices of personnel management and training; and general laws and rules regulating and influencing fiscal operation. Working knowledge of governmental finance and budgeting procedures; procedures to assure compliance and conformity with the terms of Federal and State Grants; the application of financial information systems; and personal computers and standard office software.

ABILITY TO: Plan, organize, coordinate and direct varied auditing and accounting operations; supervise, train and evaluate subordinate staff; demonstrate proven sophisticated financial analysis and management skills; effectively manage an organization's financial vision through all levels of the organization and resulting in a positive business outcome; work in the context of broad governmental budgeting and accounting practices; exercise initiative, ingenuity and sound judgment in solving difficult fiscal and administrative problems; develop new procedures and methods to implement changes in laws and to improve operations; represent the Auditor-Controller-Treasurer-Tax Collector in dealings with officials and other departments, employees and outside public and private agencies; understand, interpret, explain and apply provisions of Federal, State and local regulations and departmental policies and procedures pertinent to the administration of County fiscal matters; prepare clear and concise correspondence, accounting and audit reports; guide a strong financial team to accountability, performance measurement, and best practices; speak effectively before public and private groups and organizations; establish and maintain effective relationships with others contacted in the course of work; and communicate and work effectively with stakeholders, State and Federal representatives and rating organizations.

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 in 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.

CHIEF DEPUTY AUDITOR-CONTROLLER- 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 with governmental accounting and auditing standards. Include specific examples demonstrating your role in ensuring compliance with regulations and requirements, and the outcomes of your efforts.

2. Provide an example of a time when you implemented changes in fiscal policies or procedures in response to new laws or regulations. Describe your approach to managing the change, including how you engaged your team and communicated with other stakeholders.

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

LIVE Here

WORK Here

PLAY Here