

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SENIOR ACCOUNTANT-AUDITOR

Supplemental Questionnaire Required

Promotional Only

Job # 25-UF7-01

Salary: \$8,968- 12,012 / Month

Closing Date: Monday, August 4, 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 supervision, performs professional financial, accounting and auditing duties for Auditor-Controller-Tax Collector programs; performs related duties as required. Significant duties will include: advanced financial, accounting and auditing assignments; mentoring and evaluating the work of others.

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:

A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN EITHER BUSINESS ADMINISTRATION, FINANCE, FINANCIAL MANAGEMENT, AUDITING, ACCOUNTING OR RELATED FIELD*

AND

THREE YEARS OF PROFESSIONAL EXPERIENCE WITH INCREASING RESPONSIBILITY PERFORMING ACCOUNTING AND AUDITING FUNCTIONS.

**COURSE WORK MUST INCLUDE AT LEAST 18 SEMESTER OR 24 QUARTER UNITS
IN UPPER DIVISION COURSES IN ACCOUNTING, AUDITING OR FINANCE*

SPECIAL REQUIREMENTS/CONDITIONS: Physically and mentally able to perform the classifications essential functions as summarized under the typical tasks of the job specifications. Possess and maintain a valid Class C California Driver License during the course of employment or provide a transportation alternative that is acceptable to the Auditor/Controller. Positions in this class require a 12-month probationary period.



Knowledge: Working knowledge of all the knowledge required for the Associate Accountant-Auditor, Auditor III and IV, Accountant III or equivalent accounting or auditing position in addition to those of Accountant-Auditor, plus one year experience.

Ability to: Interpret and apply legal and procedural requirements; interpret and apply professional accounting and auditing principles and standards; analyze fiscal data and operating procedures of routine complexity and make projections and recommendations; perform mathematical calculations; understand electronic and manual accounting systems; document processes and prepare flow charts; explain County financial processes and systems to others; train others in generally accepted governmental accounting principles and standards, procedures, rules and regulations; apply accounting and/or auditing principles and practices of government accounting; apply principles of management theory; prepare financial reports, or sections thereof; understand and analyze expenditure reports; gather information/data; prepare concise and logical working papers in accordance with office standards; exercise good judgment; effectively use personal computer in carrying out assignments; prioritize work assignments; identify problems, determine potential impact and identify possible causes; communicate effectively both verbally and in writing; understand program objectives in relation to departmental goals and procedures; establish and maintain working relationships with vendors, County staff, management, state employees, and the general public; maintain impartiality and objectivity; maintain confidentiality of information; understand and apply principles of supervision, including selection, training, evaluation, and discipline.

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 Human Resources 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 Human Resources 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.

SENIOR ACCOUNTANT-AUDITOR 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 experience 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.) List any college-level coursework you have completed in accounting, auditing and finance. Include the name of the school or college, the course title, number of units earned and whether semester or quarter units. *You may choose to submit a transcript instead of listing all courses, but be sure to write 'see transcript' in your response and highlight the applicable courses.*
- 2.) Describe in detail your experience reviewing and evaluating cost and financial reports or reimbursement claims prepared by other departments, such as Federal/State grant claims or SB 90 Claims. How did you ensure accuracy, compliance, and adherence to applicable guidelines?
- 3.) Describe in detail your experience participating in the preparation of complex financial reports, such as a Cost Allocation Plan or an Annual Comprehensive Financial Report. Include the scope of your responsibilities, the types of data and methodologies you used, and the results or outcomes of your work.

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 for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN– County pays for employee and eligible dependent coverage.

VISION PLAN– County pays for employee coverage. Employee may purchase eligible dependent coverage.

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

County of Santa Cruz

www.santacruzcountyjobs.com