



THE COUNTY OF SUTTER

Invites Applications for

ADMINISTRATIVE & ACCOUNTING SUPERVISOR

\$27.64 - \$34.11/Hourly

FINAL FILING DATE:

Open Until Filled

First review of applications - February 5, 2019

THE POSITION: Under general direction plan, organize, coordinate, supervise and review technical and specialized accounting, financial, budgetary, statistical, and office support activities; perform a variety of technical tasks relative to assigned area of responsibility; perform difficult, complex and specialized accounting and administrative activities and perform other duties as assigned. Works under the direction of higher level management staff and requires specialized accounting knowledge and skills, as well as supervisory duties and responsibilities of accounting and administrative functions. Work is performed within a broad framework of general policy; and requires creativity and resourcefulness to accomplish goals and objectives and in applying concepts, plans, and strategies which may deviate from traditional methods and practices. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.***

JOB DUTIES:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing accounting and administrative office support; implement policies and procedures; plan, prioritize, assign, supervise, and review the work of staff involved in accounting and administrative office support duties; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; provide technical guidance to fiscal staff; implement discipline procedures; perform complex, technical, difficult and/or specialized accounting and administrative office support work; perform the full range of administrative and accounting duties of assigned subordinates on a relief or day-to-day basis; assist with the coordination, preparation and monitoring of the department budget; review and develop a variety of reports and records; investigate and reconcile accounts and grants; analyzes revenues and expenditures for diverse programs and funding sources and develops and implements accounting procedures to meet the requirements of applicable laws and regulations; answers questions and provides information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; perform complex and technical accounting, payroll, billing, and balancing and/or financial support work, which requires the review of a variety of reports and records, investigation and reconciliation of information, establishment and maintenance of control and subsidiary fiscal records and journals, and the reconciliation and balancing of subsidiary ledgers, fund accounts and similar records; analyzes data; prepares a variety of oral and written reports and presentations; prepares policies and procedures manuals; creates organization, workload, and other charts; prepare a variety of financial statements, projections, and monthly, quarterly, and annual reports and cost reports; reviews and analyzes proposed legislation and advises upper management on the potential impact; reviews statistical data and budget requests for accuracy, congruency with policy, and fiscal impact; participate in outside professional groups and committees; perform duties related to special projects, as assigned; purchase office supplies and equipment; receive, review and process invoices; build and maintain positive working relationships with co-workers, County employees, and the public using principles of good customer service ; use standard office equipment, including a computer, in the course of the work; manages billing for services to Medi-Cal, Medicare, and other insurances, ensuring that all billing strictly complies with state and federal laws and regulation; reviews and analyzes proposed legislation and advises upper management on the potential impact; reviews statistical data and budget requests for accuracy, congruency with policy, and fiscal impact; provide off hours support as required; performs the duties of departmental positions as needed.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Generally Accepted Accounting Principles, and fund accounting methods relevant to governmental accounting, budget administration, and contracts; county organizational structures, methods, and procedures including management principles, fiscal management, public funding, and state/federal reimbursement processes, rules, regulations, and laws; billing processes; analytical methods and techniques; statistical and financial methods, principles, and practices; principles and practices of supervision, training and performance evaluations; standard office equipment; basic computer applications and techniques as they relate to performance of duties.

Ability to: Supervise subordinate staff consisting of clerical, technical, and professional personnel; read, interpret, understand and apply accounting standards and procedures, applicable Federal rules and regulations, and Sutter County policies and procedures; supervise and perform the collection, interpretation, and evaluation of data; accurately perform complex administrative and accounting work; define and select alternatives; conceptualize and project the consequences of decisions and/or recommendations; plan, coordinate, and initiate action necessary to implement recommendations or decisions; communicate and interact with personnel at all organizational levels; establish and maintain effective working relationships with those contacted during the scope of employment; communicate effectively both verbally and in writing; prepare and present comprehensive reports and recommendations; use personal computer, related hardware and software applications in performance of duties.

Education and Experience: Bachelor's Degree or equivalent from an accredited college or university in Public or Business Administration, Accounting, or a closely related field; three years of experience which would demonstrate the possession of the above knowledge and abilities; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Essential Duties require the following physical skills and work requirements: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to operate a motor vehicle; requires sufficient hand-eye coordination necessary to perform semi-skilled repetitive movements, such as use of personal computer and/or calculator, or other office equipment or supplies.

License or Certificate: Must possess and maintain a valid California driver's license.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised 11/15/18



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

| <u>PERS Miscellaneous Retirement (NON-Safety)</u> | | | | <u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u> | |
|---|--|-----------------|---------------------------------|---|------------------------------|
| Tier 1 Classic PERS Members | Hired @ Sutter County Up to 11-15-2011 | 2.7 @ 55 | 8% EE Share by EE | 3 @ 50 | 9% EE Share by EE |
| Tier 2 Classic PERS Members | PERS Member from 11-16-11 to 12-31-2012 | 2 @ 60 | 7% EE Share by EE | 2 @ 50 | 9% EE Share by EE |
| Tier 3 New PERS Members | PERS Member after 1-1-13 (PEPRA) | 2 @ 62 | 6.25% EE Share by EE | 2.7 @ 57 | 11.25% EE Share by EE |
| Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security. | | | | | |

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.