



San Bernardino County

invites applications for the position of:

**AUDITOR-CONTROLLER/
TREASURER/
TAX COLLECTOR**

www.sbcounty.gov/hr



THE DEPARTMENT

The office of the San Bernardino County Auditor-Controller/Treasurer/Tax Collector is committed to serving the citizens of the County by processing, safeguarding, and providing information regarding the finances and public records of the County. Our well-trained and accountable staff perform these functions with integrity, independent judgment, and outstanding service. We value accuracy, timeliness, courtesy, innovation, and efficiency with the goal of providing the citizens of the County with a better quality of life under a shared Countywide Vision that creates a broad range of choices for its residents in how they work, live, and play.

THE MAJOR DIVISIONS

The **Controller Division** records the collections and performs the accounting, reporting, and claims of all County financial activities to ensure sound financial management. It is also responsible for developing and implementing accounting systems and standards and administering the Countywide Cost Allocation Plan.

The **Disbursements Division** is responsible for vendor payments, payroll services, the compilation of property tax rates, revenue disbursements to taxing agencies and managing and calculating pass-through agreement payments on behalf of Countywide successor agencies relating to the dissolution of Redevelopment Agencies.

The **Treasurer Division** performs the County's treasury function, including the investment of all County and School District funds within the County investment pool and associated banking services. The Treasurer currently manages assets of \$4.5 - \$5.3 billion.

The **Tax Collection Division** collects property taxes for all County taxing entities.

The **Central Collections Division** provides collection services for the County and Superior Court, the Arrowhead Regional Medical Center's delinquent accounts receivable, and other County departments.

The **Auditor Division** performs operational and financial audits of departments, agencies and special districts, evaluates internal controls for operational improvement, and operates the Fraud, Waste and Abuse Hotline.

RECENT ACCOMPLISHMENTS

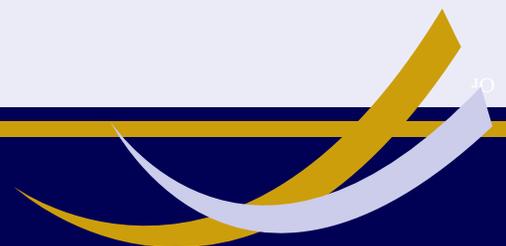
The Department's major accomplishments for the 2014-2015 fiscal year included:

- Increasing audit reports issued by Internal Audits by 300% between 2012-13 and 2013-14. Issued 28 compliance and operational audits from July 1, 2014 thru March 31, 2015, making recommendations for improvement of internal controls over cash, trust funds, fixed assets, cost claims and the management of federal grants.
- Partnering with the Governmental Accounting Standards Board (GASB) to perform a field test for a preliminary view of a potential new GASB pronouncement on fiduciary responsibility.
- Collaborating with County departments to enhance the monitoring/processing of sales and use tax transactions, which resulted in a reduction to the County's liability from the previous State Board of Equalization audit.

Additional details regarding future performance measures and the departmental budget can be found in the County's Adopted Budget for 2015 - 2016 (<http://www.sbcounty.gov/cao/budget/>).

To learn more about the San Bernardino County Auditor-Controller/Treasurer/Tax Collector and the County's Vision, visit:

www.sbcounty.gov/ATC/Home ♦ www.sbcounty.gov/main/OurVision.asp



THE POSITION

The Auditor-Controller/Treasurer/Tax Collector is an elected position. After a successful 38 year career in public service, the incumbent will be retiring in March of 2016, prior to the completion of his term. The Board of Supervisors will appoint an individual to complete the balance of the elective term, through January 7, 2019.

The Board seeks a highly qualified individual with governmental accounting and financial experience to oversee the activities of the office of the Auditor-Controller/Treasurer/Tax Collector. The essential responsibilities of the selected candidate will include:

- Providing the county and its constituents with a variety of accounting, auditing, payment, and management services.
- Investing and managing the pooled funds of certain local government agencies in San Bernardino County, including the county itself, and providing county banking services.
- Billing and collecting property tax on behalf of the county, cities, school districts, special districts, and other agencies and apportioning property tax revenue to these agencies as well as apportionments to successor agencies to the dissolution of Redevelopment Agencies.
- Overseeing collection activities that assist the Superior Court, Arrowhead Regional Medical Center and other county interests in receiving fees, fines and other revenue due these agencies.

THE QUALIFICATIONS

The minimum qualifications for the Auditor-Controller/Treasurer/Tax Collector are set forth in Government Code Sections 1020, 26945, 27000.7 and County Code 12.2801.

Candidates must meet at least one of the following criteria:

- Possess a valid certificate issued by the California Board of Accountancy authorizing the person to practice as a certified public accountant or as a public accountant.
- Possess a bachelor's degree in accounting or its equivalent from an accredited four-year institution, and three years of continuous experience within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities.
- Possess certification issued by the Institute of Internal Auditors as a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- Three years of continuous experience as a county auditor, chief deputy county auditor, or chief assistant county auditor.

AND candidates must also meet at least one of the following criteria:

- Three years of continuous experience in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.
- Possess bachelor's, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- Possess a valid certificate issued by the California Board of Accountancy authorizing the person to practice as a certified public accountant.
- Possess a valid Chartered Financial Analyst designation issued by the Institute of Chartered Financial Analysts with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- Possess a valid Certified Cash Manager designation issued by the Treasury Management Association with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

In addition, candidates must live and be a registered voter in the County of San Bernardino at the time of appointment.

THE IDEAL CANDIDATE

The ideal candidate for this position will be an *innovative administrator with a team-oriented leadership style* and the ability to foster cooperative relationships with elected officials, county leadership, the financial community, and constituents. The ideal candidate will possess a masters degree in business, finance, accounting, economics or related field.

In addition to meeting the minimum qualifications, the ideal candidate will possess several of the following:

- Financial and investment management experience in a large public or private financial organization overseeing multi-billion dollar investments, including experience in short term investment.
- Experience in the oversight, selection, installation, and transition of banking systems for large governmental or financial institutions.
- Experience in the preparation of annual financial reports for organizations with multi-billion dollar budgets and revenues.
- Knowledge of government accounting standards and practices.
- Experience leading the development, installation, and transition of complex financial/accounting systems for large organizations.
- Experience managing a comparable organization's centralized payroll system as well as the disbursement of funds and justification of costs.
- Knowledge of Revenue and Taxation Codes, preferably as it relates to California codes and the collection and apportionment of local property taxes and tax accounting.
- Experience managing a large collection agency with collection revenues in the millions of dollars while striving to provide collections services with integrity and a focus on customer service.
- Experience directing information technology staff in the development and support of complex systems used countywide and which include proprietary and legacy systems.

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APPLICATION AND SELECTION PROCESS

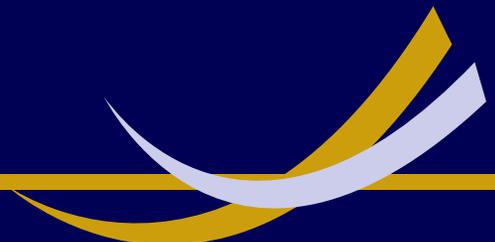
Interested candidates are invited to apply online at www.sbcounty.gov/hr or by submitting a detailed resume and cover letter summarizing how the candidate meets the minimum and ideal qualifications to:

ExecRecruit@hr.sbcounty.gov

Filing deadline: 5:00 pm, January 29, 2016

For additional information contact:

Mark DeBoer
Human Resources
157 West 5th Street, First Floor San Bernardino, CA 92415
(909) 387-5565
ExecRecruit@hr.sbcounty.gov



SALARY AND BENEFITS

\$282,170 annually

The salary and benefits package is highly competitive:



Retirement Benefits

- Generous County Pension
- Vested after 5 years (www.sbcera.org)
- Eligible to participate in **401(k)** Defined Contribution Plan
- Eligible to participate in **457(b)** Deferred Compensation
- Retirement Medical Trust Fund – VEBA

Health Benefits

- Medical and dental insurance offered for employee and eligible dependents
- Medical and dental premium subsidies to offset the cost of insurance premium
- Employer paid vision coverage for employee and eligible dependents
- Eligible to participate in Flexible Spending Account with annual County match

Miscellaneous Benefits

- Automobile allowance
- Portable communication device allowance
- Tuition reimbursement
- Healthy Lifestyle Program includes health club membership plus annual physical exam
- Employer-paid term life insurance
- County paid life insurance
- No deduction for Social Security
- Long Term Disability
- Eligible for Dependent Care Assistance Plan