



C O U N T Y O F S O N O M A

INVITES APPLICATIONS FOR

**Auditor-Controller-Treasurer-  
Tax Collector**



## THE COUNTY

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic characteristics – including over 200 award-winning wineries, inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with agriculture, parks, campsites, lakes and open space. Sonoma County is also home to a wide variety of art and music festivals, farmer’s markets, and concert venues. Local schools continually rank high on California’s Academic Performance Index. Santa Rosa Junior College and Sonoma State University offer higher education opportunities.

Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board is fully committed to a mission and vision that value the highest quality customer service, strong leadership, engaged citizen participation, courteous and prompt assistance, providing valuable and complete information, and creating and preserving efficient and cost effective government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges.

## THE DEPARTMENT

The Auditor-Controller-Treasurer-Tax Collector (ACTTC) Office has many critical functions for the County organization and the community including: overseeing the accounting and providing financial services for all organizations under control of the Board of Supervisors and all special districts whose funds are kept in the County treasury; safeguarding and investing funds for the county, school districts, other local agencies; administering financial programs, and managing county issued debt and bonds; collecting and distributing property taxes for school districts, special districts, cities, redevelopment agencies, and the county government; administering the Sonoma County Energy Independence Program (SCEIP) and providing financing of energy and water conservation improvements to qualifying property owners through voluntary assessments on their property tax bills; and administering and managing a variety of other funds and financial related services for the County organization.

The department is currently operating with a budget of roughly \$27.9M and a team of 91 employees.

Objectives and priorities for the department include: the selection and implementation of a new financial accounting and budget system; coping with the escalating pension costs and determining financial options of doing so; decreasing reliance on County General Fund financing by increasing audit revenues and efficiencies by providing audit services to cities that have Transient Occupancy Tax and Business Improvement Areas clients; development of fiscal policies; expanding service delivery to SCEIP and to Special Districts, County Departments, and others in need of contracted accounting services; continuing to provide more flexible payment options for taxpayers, including use of debit/credit cards for front counter payments; and utilizing grant funding to facilitate the development of a sustainable long term bonding strategy for SCEIP.

## THE POSITION

The new ACTTC will be a progressive manager and administrator with an inclusive, collaborative and team-oriented leadership style who will foster strong relationships at the department and county levels, with elected/appointed officials, with the financial community, and with county-wide public constituents. A true financial expert with bond knowledge and experience and awareness of current economic trends, as well as knowledge of trends, policies, and legislation which affect government finance and accounting, are necessary. The ability to maintain high standards of performance, customer service, and positive interactions within an environment that has fiscal challenges and political influences is also critical. Effective communication and advocacy skills, the ability to develop and manage sound fiscal policies, participation and involvement in related associations, as well as involvement in state or larger level activities will be vital to achieving the department’s objectives.



The position has specific qualifications pursuant to Government Code Sections 1020, 26945, and 27000.7. The appointee must reside in California and be registered to vote in Sonoma County by the time of appointment. Additionally, candidates must meet the statutory requirements of the position which include at least one of the following requirements:

- possess valid California certification as a certified public accountant (CPA);
- possess B.A. in accounting or its equivalent and served within the last five years in a senior fiscal management position in a public agency, private firm, or non-profit, for a continuous period of at least three years;
- possess valid certification as a designated professional internal auditor with a minimum of 16 semester units in accounting, auditing or finance; or
- have served as county auditor, chief deputy county auditor or chief assistant county auditor for a continuous period of at least three years;

AND

at least one of the following requirements:

- have served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of at least three years, in the role of treasurer, tax collector, auditor, auditor-controller, or the chief deputy or assistant of these offices;
- possess B.A., M.A, or PhD in business administration, public administration, economics, finance, accounting or a related field;
- possess valid California certification as a certified public accountant (CPA)
- possess valid certification as a Chartered Financial Analyst; or
- possess valid certification as a Certified Cash Manager.

The *most qualified* candidates will not only meet the minimum requirements but will also possess:

- extensive and complex financial and investment management experience, typically five or more years, from a large financial organization with proven ability to monitor economic forecasts;
- thorough knowledge, typically three or more years, of government accounting standards and practices and significant government treasury experience;
- thorough knowledge, typically three or more years, of financial reporting and reimbursement claiming requirements imposed upon local governments in California; and
- thorough knowledge, typically three or more years, of Revenue and Taxation Codes particularly as it relates to the allocation of local property taxes with California knowledge being desirable.
- Related experience with enterprise funded, special districts is highly desirable.

### The Future of the Position

The ACTTC is an elected position. After a longstanding, successful career, the incumbent recently retired. The term of this elected position is January 1, 2011 to December 31, 2014. To appoint an individual to complete the elective term, the Board of Supervisors is required to interview and appoint the ACTTC in a public meeting of the Board pursuant to State Statute. Therefore, the Board will appoint a successor for the balance of the elected term. Currently, under review is the possibility of taking a vote to the citizens of the County to convert this position from an elected position to a Board appointed department head position. If the position remains elected, the appointee to this current vacancy will need to run for election to maintain the post.





## WHAT WE OFFER

### **ANNUAL SALARY—\$208,644**

Sonoma County offers a highly competitive compensation package.

**Administrative Leave:** 77 hours of Administrative leave is accrued annually.

**Holidays:** The County observes 11 holidays per year plus 17 “floating holiday” hours per year.

**Health Plan:** Choice of three health plans (one PPO and two HMO) with a maximum County contribution toward the premium of approximately \$500 per month.

**Cash Allowance:** Each employee receives a cash allowance of approximately \$600 per month, in addition to monthly salary. (May be used towards health plan premiums, towards cafeteria plan contributions or as cash.)

**Retirement:** County Retirement Act of 1937 currently with a 3% @ 60 formula. Fully integrated with Social Security.

**Deferred Compensation:** The County contributes 5% of salary to an IRS 401(a) deferred compensation account. Employees may, in addition, contribute on a pre-tax basis to an IRS 457 plan up to the IRS annual maximum.

**Retiree Medical:** The County contributes to Health Reimbursement Arrangement (HRA) for each employee to help fund post-retirement employee health insurance/benefits.

**Vehicle Allowance:** \$320/pay period.

*Plus excellent dental, vision, disability, life insurance, professional development and Section 125 Plans.*

## SELECTION PROCESS

The selection process is designed to include:

- ***Accepting applications through October 7th***
- Application review of qualified applicants through mid October
- Candidate assessment interviews late October/early November
- Public session interview with Board of Supervisors early December
- Appointment date January

*Tentative dates may be subject to change, but please plan accordingly.*

## TO APPLY

To be considered for this exciting career opportunity, please forward a cover letter and a resume. ***Your cover letter must summarize how you meet the stated minimum qualifications and should also articulate how your education and/or experience matches the “most qualified” experience and abilities.*** Please also include with your materials your current/required salary and five work-related references (who will not be contacted until mutual interest is established) to:

Marina Luna  
Sonoma County Human Resources Department  
marina.luna@sonoma-county.org  
or  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403  
Facsimile: (707) 565-3770

***IMPORTANT NOTE:*** Reviewers of your application materials must be able to ascertain if you possess the minimum qualifications and desirable qualifications as stated in this brochure.

Questions can be directed to Christina Cramer at christina.cramer@sonoma-county.org, or 707-565-2988

For additional information, visit:

[www.sonoma-county.org](http://www.sonoma-county.org)  
[www.sonomacountyconnections.org](http://www.sonomacountyconnections.org)  
[www.sonoma-county.org/acttc/](http://www.sonoma-county.org/acttc/)