

COUNTY OF YOLO

INVITES APPLICATIONS FOR

# Assistant Chief Financial Officer



County of Yolo

*Making a difference by enhancing the quality of life in our community*



# The County of Yolo

Yolo County, California, with a population of just over 215,000, is a naturally beautiful and richly diverse county. It is one of the leading agricultural producers in the nation with 661,000 acres that are used primarily for farming and ranching. The Capay Valley is one of the leaders in the nation for organic farming.

While agriculture is Yolo County's primary industry, nearly 85% of the County's population lives in the four cities of Davis, West Sacramento, Woodland, and Winters. It is an increasingly diverse county with 22% of the population born outside the United States.

An abundance of academic and cultural resources are located within the County, such as the University of California, Davis with 35,000 acres and the Mondavi Center for the Performing Arts, a world-class performance center and concert hall.

Recreational activities include whitewater rafting and kayaking along Cache Creek, bicycling on scenic country roads and bike paths, and fishing and water-skiing along the Sacramento River. The Sacramento Rivercats baseball team is located in West Sacramento and the nearby Golden One Center is home to the Sacramento Kings basketball team.

The County seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento. Its proximity to the Sacramento International Airport and two major highways places Yolo County within a major transportation hub, as well as within two hours driving distance to the San Francisco Bay Area, Napa-Sonoma wine region, and the pristine mountains and ski resorts of Lake Tahoe and the Sierra Nevada.

Yolo County is committed to the preservation of open space, habitat and historical resources including water and agricultural resources. Complementing County efforts to preserve its farming and open space heritage, the County is keeping natural resources conservation high on its priority list. Yolo County aims to safeguard agriculture and open space, while creating more nature preserves and educational opportunities.

Yolo County is one of California's original counties and operates under General Law. The County is governed by an elected Board of Supervisors consisting of five members. The County is organized into functional areas such as: General Government (which includes the Library and the County Archives and Records Center); Law and Justice Services; Health and Human Services; and Community Services.

## YOLO COUNTY CORE VALUES

- Service
- Performance
- Integrity
- Responsibility
- Innovation
- Teamwork



# The Department

The Department of Financial Services is responsible for receiving, investing, safeguarding and distributing money for the County and related agencies. The Department operates five divisions which include:

**Accounting & Financial Reporting** - The Accounting & Financial Reporting Division is responsible for disbursements, general ledger, financial reporting, district accounting, tax accounting, cost accounting and budgetary compliance.

**Financial Planning** - The Financial Planning division is responsible for long-range planning, budget development, fiscal policy development and economic development support.

**Internal Audit** - The Internal Audit division is responsible for internal audits, risk assessments, compliance monitoring, special reviews and consulting services.

**Procurement** - The Procurement division is responsible for procurement standards, purchasing, spend analysis and strategic sourcing.

**Treasury & Revenues** - The Treasury and Revenues division is responsible for cash management, banking, investments, financing, debt management and capital investment analysis and revenue management including tax collection and fee collection.

Click [here](#) to view our current organizational chart.

# The Position

## CANDIDATE QUALIFICATIONS

**Education:** A Bachelor's Degree or higher from an accredited college or university in Accounting, Finance, Economics, Business Administration or a closely related field including completion of 120 semester units with a minimum of 48 semester units in accounting and related business courses (a Master degree is desirable); **AND**.

**Experience:** Six (6) years of professional level accounting and/or financial management experience, with a minimum of two years of management experience comparable to the Yolo County class of Accounting Manager or Audit Manager.

**Certification:** Possession of an active license as a Certified Public Accountant issued by the State of California, Board of Accountancy is preferred.

# The Position Continued...

Under the direction of the Chief Financial Officer, the Assistant Chief Financial Officer assists with the overall management and administration of the Department of Financial Services; assists in the development and evaluation of overall County accounting and financial goals, policies and procedures; performs complex fiscal analysis to assist the Chief Financial Officer; and acts as department head in the absence of the Chief Financial Officer.

The Assistant Chief Financial Officer is responsible for assisting the Chief Financial Officer in the oversight of the County's financial matters, including cost accounting, debt management and administration, budgeting, multi-year financial planning, fiscal analysis, treasury, collection of taxes and fees, procurement, general accounting and financial reporting.

The following duties are typical of those performed in this classification; however, other duties may also be required.

- Provides strategic support to the Chief Financial Officer with regards to oversight of the Department; assists in the planning, directing, and organizing the operations of the department; and may supervise a functional unit within the department.
- Supervises the development and monitoring of a long-term business plan and annual budget for the Department, in accordance with County's strategic goals.
- Analyzes changes in laws, rules, and regulations affecting the department and/or County and makes recommendations to adjust to those changes; interprets and explains laws, rules, and regulations to staff, the public, and other concerned parties.
- Develops and maintains assets used by the Department including computers and information systems to increase effectiveness and productivity.
- Develops and maintains a staff development program to ensure adequate skill sets for conformance with professional standards and County best practices; and to provide clear career paths for staff advancement.
- Participates in the formulation and implementation of applicable financial goals, policies and procedures, ensuring adherence to industry best practices and standards; develops, implements, evaluates, and revises work systems, work production standards and performance measures; ensures implementation and compliance with policies and procedures.
- Analyzes current County business processes and practices to ensure high quality and effectiveness; recommends and implements new processes and practices to improve efficiency; assists with the development of internal controls for countywide use.
- Represents the department in activities and meetings with other governmental entities and community groups; manages special projects and participates in Countywide special projects; and confers with the administrative, fiscal, and personnel staff of the department and other County offices.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of professional accounting and financial services, and otherwise maintains contacts with professionals to facilitate exchange of information.
- Performs other related duties as assigned.



# The Compensation Package

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$117,825—\$143,219 annually. The salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided by the County include the following:

**Retirement:** CalPERS 2.5% @ 55 for classic members; employees contribute 8% of salary toward retirement. (New members: 2% @ 62; employees currently contribute 6.25% of salary toward retirement.) The County participates in Social Security and Medicare programs.

**Health Benefits:** Employees currently receive a benefit package of \$20,447 annually to purchase health, dental, and vision insurance; remaining balance paid to the employee as taxable earnings. The County requires all employees to enroll in both the dental and vision plan.

**Life Insurance:** The County provides a \$50,000 Life

**Deferred Compensation:** The County provides a \$500 match each calendar year when an Assistant Department Head defers \$500

**Sick Leave:** 8 hours per month

**Vacation Leave:** 80 hours per fiscal year; 104 hours after 5 years of employment

**Administrative Leave:** 40 hours per fiscal year

**Floating Holidays:** 32 hours per fiscal year

**Holidays:** 10.5 holidays per year

**County Disability Insurance:** Eligible for short-term disability benefit at 75% of salary

**Employee Assistance Program:** Confidential counseling program with up to 6 visits per incident each fiscal year

## How to Apply

**The deadline to apply for this position is  
Friday, February 22, 2019.**

To apply for this exciting career opportunity, please submit a letter of interest and detailed resume to:

Vanessa Lee, Personnel Analyst  
County of Yolo Human Resources  
Court Street, Room 101  
Woodland, CA 95695

OR

Send via email to [vanessa.lee@yolocounty.org](mailto:vanessa.lee@yolocounty.org)

Candidates with the most relevant qualifications will be contacted for additional discussion and screening. Candidate interviews are tentatively scheduled for March 2019.

