



The County of Placer, California  
is seeking a highly skilled professional for the position of

# ACCOUNTANT-AUDITOR II

*(Internal Auditor)*

## Placer County Auditor-Controller's Office



**This recruitment will be open until filled. To be considered for the first round of interviews, application materials must be submitted by Monday, February 27, 2017 at 5:00 PM.** To apply for this outstanding career opportunity, please submit an application and responses to the supplemental questionnaire via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com).

Please click [here](#) to view the Accountant-Auditor I/II classification specification.  
NOTE: The classifications within the Accountant-Auditor series are currently under review.



## THE OPPORTUNITY

The position of Internal Auditor in the Placer County Auditor-Controller's Office located in Auburn, CA is a specialized professional position responsible for planning, coordinating, and conducting financial, operational, and compliance audits for all departments and programs under the control of the County and, in certain circumstances, external entities. During audits, the Internal Auditor will develop and perform audit procedures, including assessing risks of audit areas, exercising auditor's judgment to determine audit approach, reviewing and analyzing evidence, interviewing client personnel, reviewing and documenting client processes and procedures, identifying and documenting issues and recommendations for improvement, and documenting the results of audit procedures. The Internal Auditor will also prepare written audit reports based on documented audit evidence. The Internal Auditor will ensure the client's compliance with applicable laws, rules, regulations, and policies and procedures as well as improve client's processes and internal controls to ensure compatibility with accounting principles and industry standards. The Internal Auditor will confer with management and supervisory staff regarding issues, audit findings and recommendations and communicate audit project status to the team and supervisors on a periodic basis. The Internal Auditor will develop and maintain positive working relationships with co-workers, other County department personnel, client personnel, and the public while practicing excellent customer service.

## EMPLOYER OF CHOICE AND QUALITY OF LIFE

Placer County offers many options for housing and recreational activities while stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, and in January 2016, the County had an estimated population of over 374,000. The rapidly growing area of western Placer County, including the cities of Roseville, Rocklin, and Lincoln, offers a variety of housing choices and suburban amenities including local private and public universities, expansive shopping, multi-use sports complexes, and various social and cultural activities. Placer County offers a wide variety of sports, recreational, and leisure activities including water sports, rafting, canoeing, and fishing on local crystal lakes and rivers; hiking, biking, and equestrian trails; championship golf courses; and world-renowned ski resorts, including Squaw Valley, Alpine Meadows, Sugar Bowl, and Northstar at Tahoe. The County government employs approximately 2,700 employees and has an annual budget of approximately \$816 million with a forward-looking and progressive executive governance team. Placer County truly is a wonderful place to live and work.

## THE IDEAL CANDIDATE

In addition to the minimum education and experience requirements, the ideal candidate for the position of Internal Auditor will have:

- experience as an audit professional with the ability to plan and conduct comprehensive financial, operational, and compliance audits with limited supervision;
- knowledge of general accounting principles, cost accounting concepts, governmental accounting principles and procedures used by California counties, and pertinent governmental laws, rules and regulations;
- knowledge of best practices in auditing local governments and internal control theories and principles;
- familiarity with common indicators of fraud and risk;
- a reputation for absolute integrity and professionalism;
- organizational and time management skills with the ability to prioritize and multi-task by undertaking multiple projects simultaneously;
- the ability to exercise accurate judgment and problem solving skills when analyzing complex data and situations;
- strong interpersonal skills with the ability to establish positive working relationships with department personnel, client personnel, and members of the public;
- and effective verbal and written communication skills with the ability to listen and understand client processes and procedures.

Further, the ideal candidate will possess a Certified Public Accountant (CPA) license or Certified Internal Auditor (CIA) certificate.

## MINIMUM QUALIFICATIONS

It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.

Experience – Two years of responsible accounting and/or audit experience performing duties similar to an Accountant-Auditor I with Placer County.

Training – Bachelor’s degree from an accredited college or university with major course work in accounting or a related field.

*NOTE: Depending on the area of assignment, additional governmental accounting, auditing and finance experience which involves the application of State and local laws and/or governmental accounting standards may be substituted for the required degree on a year-for-year basis if:*

- The experience was performing duties equivalent to those of an Accounting Technician in Placer County; and
- At least 18 units of college course work or related technical training in Business Administration, Public Administration, or a related field have been completed, including a minimum of 6 units in Accounting.
- Experience used to substitute for the required degree cannot also be used to meet work experience requirements.

License or Certificate: May need to possess a valid driver’s license as required by the position and in accordance with the California Vehicle Code. Proof of adequate vehicle insurance and medical clearance may also be required.

*NOTE: If needed, an additional screening will be conducted to select the best-qualified candidates for this recruitment. Best-qualified consideration will be given to those applicants who possess a Bachelor’s degree or higher from an accredited college or university with major course work in accounting or a related field, and who have two years of responsible audit experience performing duties similar to an Accountant-Auditor I with Placer County.*

## THE AUDITOR-CONTROLLER’S OFFICE

The Auditor-Controller is the chief accounting officer that oversees the financial operation of Placer County. The office is elected by voters to provide accounting, budgeting, and financial services to the public, county agencies, school districts, special districts and cities as defined under Government Code. The Auditor-Controller’s Office maintains the financial integrity of the county by providing clear, accurate and responsive accounting and auditing services to county departments, special districts and the citizens of Placer County. The Office consists of the following divisions:

- Administration
- General Accounting
- Financial Reporting
- Internal Audits
- Payroll
- Property Tax

## COMPENSATION AND BENEFITS

### Salary:

The current monthly salary for this professional position is \$5,029 to \$6,112 paid biweekly (26 pay periods per year). Applicants are typically hired at salary step 1; however, the hiring authority may request CEO approval to offer the position at a higher salary step, depending upon qualifications. A longevity increase of five percent is added to the salary after five years at the top step. Cafeteria plan reimbursement of six percent is added to the salary, and employees can elect to receive it as a cash option, 401(k) contribution, dependent care reimbursement, or any combination thereof. Certification pay of five percent is added to the salary for employees possessing a CPA license.

### Health, Dental and Vision Insurance:

Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents. Health care benefits are also available in retirement. Dental and vision insurance are fully paid by the County for the employee and dependent dental and vision coverage is available.

### Life Insurance:

The County provides a fully paid life insurance policy of \$10,000, and policies up to \$100,000 for the employee and \$50,000 for a spouse are available. An accidental death policy of \$10,000 is also fully paid by the County, and higher policy amounts are available.

### Retirement Plans:

Employees are covered by Social Security and the Public Employees’ Retirement System (PERS). The County’s PERS Retirement Formula for new members is 2% at age 62 (Tier 3 Miscellaneous Plan). In addition, employees may contribute to 401(k) and 457 deferred compensation plans.



Estimated Total Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity
Annual Salary	\$60,342	\$63,361	\$66,528	\$69,855	\$73,347	\$77,015
Supplemental Compensation (caf� plan)	\$3,621	\$3,802	\$3,992	\$4,191	\$4,401	\$4,621
CPA License Pay (if applicable)	\$3,017	\$3,168	\$3,326	\$3,493	\$3,667	\$3,851
Total Estimated Cash Compensation	\$66,980	\$70,331	\$73,846	\$77,539	\$81,415	\$85,487
Estimated County Paid Benefits						
Anthem Traditional HMO - Family Choice of 6 HMO and 3 PPO plans	\$32,208	\$32,208	\$32,208	\$32,208	\$32,208	\$32,208
Delta Dental	\$600	\$600	\$600	\$600	\$600	\$600
VSP Vision	\$84	\$84	\$84	\$84	\$84	\$84
Life Insurance Policy (Term & AD&D)	\$30	\$30	\$30	\$30	\$30	\$30
PERS Retirement Contribution	\$15,335	\$16,102	\$16,907	\$17,752	\$18,640	\$19,572
Total Estimated County Paid Benefits	\$48,257	\$49,024	\$49,829	\$50,674	\$51,562	\$52,494
<b>TOTAL ESTIMATED COMPENSATION</b>	<b>\$115,237</b>	<b>\$119,355</b>	<b>\$123,675</b>	<b>\$128,213</b>	<b>\$132,977</b>	<b>\$137,981</b>

For more information on Placer County's Professional Unit benefits, click [here](#).

## APPLICATION AND SELECTION PROCESS

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### Best Qualified Screening (PASS/FAIL)

An application appraisal screening MAY be conducted to select a reasonable number of the best-qualified candidates. The criteria for this screening is listed in the NOTE under the Minimum Qualifications section.

### Training & Experience Rating (100%)

Based upon responses to the supplemental questionnaire, the applicant's education, training and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

All applicants who meet minimum qualifications will be required to respond to an online Conviction History Questionnaire, which will be sent as a link on their notification that minimum qualifications have been met. Failure to respond to this questionnaire within (3) three calendar days of the minimum qualification notification will result in disqualification from the examination.

Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment background investigation, including fingerprint clearance and physical examination.

## HUMAN RESOURCES DEPARTMENT

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[www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs)

*Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.*

