

CAREER OPPORTUNITY

DIVISION CHIEF— AUDITOR CONTROLLER COUNTY OF SAN JOAQUIN

\$108,963–\$132,445* Annually DOE/DOQ

*salary includes base pay plus a 10% confidential supplement.

The Auditor-Controller's Office of the County of San Joaquin seeks a **Division Chief** for a newly created position to oversee one of their **department divisions**. This position will manage six technically savvy payroll staff, including a Payroll Administrator who ensures that payroll is processed for nearly 8,000 County employees and Special District staff. This Chief is part of the executive team, contributing to executive decision-making regarding information technology projects, payroll best practices, policy development, and process recommendations to ensure all payroll processes throughout the County are operating effectively, while serving as a proactive business partner to 26 County departments. This position works with an amazing team of professionals in a culture that is empowering and rewarding.



the COMMUNITY

SAN JOAQUIN COUNTY IS LOCATED in central California, east of the San Francisco Bay Area, offering affordable housing and a more relaxed pace of living. San Joaquin is in close proximity to recreational activities of all types, from the big city attractions of the San Francisco Bay to stunning natural environments such as Lake Tahoe, Yosemite National Park, and the vineyards of the surrounding countryside. San Joaquin County also enjoys a thriving arts culture, museums, the Stockton Symphony, the Bob Hope Theatre, the Grand Theatre and the Stockton Civic Theatre. San Joaquin County is a very diverse community and is a blend of culture and tradition. The County's economy is primarily driven by agriculture and is proud to be home to a population that values community engagement and collaboration. San Joaquin also offers great local educational resources, with the University of the Pacific and Humphreys University both based out of Stockton, California State University, Stanislaus-Stockton Center, and California State University Sacramento nearby.

the DEPARTMENT

THE AUDITOR-CONTROLLER, elected by San Joaquin County voters, is the Chief Financial Officer of the County and provides accounting, budgeting, financial services, and internal controls for the County and the public. The Auditor-Controller's Office (ACO) has a budget of over \$6 million, and handles and oversees the County's \$1.9 billion financial transactions. The ACO works to protect and conserve the County's resources while serving the public interest, honoring the public trust, and demonstrating a commitment to professionalism. We strive to maintain a work environment which encourages independent, self-directed employees to work toward fulfilling their job responsibilities in creative ways. Our office provides a friendly, collaborative, teambuilding atmosphere with flexible work hours to accommodate the variety of preferences of our employees. The Auditor-Controller has a team of 34 staff working effectively as a cohesive team across four divisions: Payroll, Audit, Property Tax, and General Accounting.



the PAYROLL DIVISION/JOB

THE PAYROLL DIVISION IS RESPONSIBLE for making timely, accurate, and efficient payment of payroll and related benefits and ensuring compliance with various Memorandum of Understandings (MOUs) for over a dozen labor bargaining groups, and complex benefits distributions every two weeks. Payroll processing requires timely preparation and filing of all County payroll taxes, accounting and reporting of benefits and premium deductions.

San Joaquin County is looking for ways to innovate operations, streamline workflows, enhance reporting, and enrich the overall usefulness of information technology (IT). The Payroll Division has been at the forefront of IT enhancements related to payroll and human resource functionalities. To accomplish its mission, this Division develops policies, procedures, and trainings to assure the County complies with IRS employment tax laws, Fair Labor Standards Act, MOUs, etc.

This position will work with all county departments to audit and improve the payroll processes for its employees, including improving consistency, writing recommendations for payroll coding, how it is used, and training others on new processes and policies. The Division consists of payroll professionals who collaborate regularly with Human Resources, retirement (SJCERA), and other departments to meet payroll processing objectives. County payroll is processed using PeopleSoft enterprise software, including employee self-service and time capture applications.

The Division Chief – Auditor Controller is a newly created administrative position that reports directly to the Assistant Auditor-Controller. This Chief does not have to be a payroll expert; however, they should have a strong background and knowledge of payroll processes and systems, accounting, and auditing. This position provides oversight of the payroll processes for 26 departments countywide via the supervision of six office professionals (Payroll Administrator, Administrative Assistant, and four Payroll Technicians), who process the day-to-day transactions for a bi-weekly payroll function. This position also provides administration and operational guidance to department payroll processors.

RECENT ACCOMPLISHMENTS & FUTURE CHALLENGES

PEOPLESOFT MODULE INTEGRATION: continue the integration of previously unused PeopleSoft modules including Absence Management.

THROUGH A PROCESS and policy review, put together a plan to improve bi-monthly payroll processes and consistency with 26 departments to reduce incidents and issues.

COORDINATION OF IMPLEMENTATION of the “Alameda Decision” with the San Joaquin County Retirement Association (SJCERA).

AUDIT IMPLEMENTATION of the County Hospitals decentralized payroll functions, to ensure payroll implementation is aligned with Memorandums of Understanding.





the IDEAL CANDIDATE

WE ARE LOOKING FOR AN ACCOUNTING PROFESSIONAL with a solid understanding of and background in payroll administration. The ideal candidate will be efficient and effective with unquestionable integrity and experience leading complex payroll functions for multiple represented and unrepresented employee groups. Ideally, we are looking for someone with demonstrated success in integrating ERP systems, who is politically savvy, emotionally intelligent, and a successful negotiator. The Payroll Division Chief will be an adept problem solver with a strong understanding of payroll regulations, laws, guidelines and rules, who is constantly looking for more efficient ways to get things done, while serving as a collaborative business partner Countywide.

Our Ideal Candidate will also:

- ▶ Have experience with payroll best practices and complying with applicable laws and regulations.
- ▶ Be diplomatic and politically savvy.
- ▶ Have experience implementing ERP systems organization wide.
- ▶ Be analytical with solid organizational skills.
- ▶ Have business process and systems-oriented acumen.
- ▶ Build and articulate a vision for the division that is aligned with the department and County goals.
- ▶ Have exceptional customer service and communication skills (oral and written).
- ▶ See issues and challenges on the horizon.
- ▶ Be influential, demonstrate resilience, and produce desirable results.
- ▶ A strong professional commitment to confidentiality and unquestionable integrity.
- ▶ Experience leading professional staff, managing workloads, and improving internal controls.
- ▶ An ability to make recommendations to other decision makers.
- ▶ Solid project management expertise and plan implementation ability.
- ▶ A “can-do attitude” that inspires others.
- ▶ An ability to use strategic methods to proactively approach business challenges.





Minimum Qualifications

- ▶ **Education:** Graduation from an accredited four-year college or university with a specialization in accounting; *and*
- ▶ **Experience:** Six years of professional, post-graduate accounting/auditing work that included: 1) experience as part of an auditing team; or 2) verifiable training in auditing procedures; and 3) two years of experience as a supervisor.

OR

- ▶ **Experience:** Two years as a Deputy Auditor-Controller III in San Joaquin County service.
- ▶ **License:** Possession of a valid California Driver's License may be required.

Desirable

- ▶ Possession of one of the following:
 - ▷ Certified Public Accountant (CPA);
 - ▷ Certified Payroll Professional (CPP);
 - and/or
 - ▷ Professional in Human Resources/
Senior Professional in Human Resources (PHR/SPHR).
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SALARY & BENEFITS

Base Pay: **\$99,057–\$120,405** Annually DOE/DOQ

Confidential Supplement: **\$9,906–\$12,040**

Confidential Unit supplement is compensable for Classic or Tier I members (non-PEPRA)

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ▶ 1% employer contribution to the County's 457 Deferred Compensation Plan
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- ▶ Vacation cash-out up to 8 days annually
- ▶ 1937 Act retirement plan with reciprocity with CALPERS and other 1937 Act plans
- ▶ 12 days sick leave annually with unlimited accumulation
- ▶ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ▶ 10 days administrative leave per year
- ▶ 14 paid holidays per year

RECRUITMENT INCENTIVES*

- ▶ Reimbursement of qualifying moving expenses up to \$2,000
- ▶ Vacation accrual rate consistent with candidate's total years of Public Service
- ▶ Sick leave credit of up to 160 hours of unreimbursed sick leave from prior employer

** Recruitment incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*



HOW to APPLY

This recruitment will remain open until the needs of the County are met. However, for first consideration please apply by **FEBRUARY 25**.

Please complete an application at:
wbcpsc.com/job-board/

INTERVIEW TIMELINE

Mark your calendar for these Important Dates:

Remote Interviews: MARCH 11 & 12
(candidates invited to interview will need to be available for both days.)

A final in person interview will be required with the final candidate(s) selected.



QUESTIONS?

Call Wendi Brown at:
866.929.WBCP (9227) or
email wendi@wbcpsc.com

The County of San Joaquin is an Equal Opportunity Employer.