

Stanislaus County Health Services Agency Controller (Manager IV) - Continuous



Manager IV Salary: \$78,187.20—\$117,291.20 Annually

***An additional 5% compensation will be provided to applicants
who possess a Certified Public Accountant License**

Currently hiring Full-Time

**While this is a continuous recruitment, we encourage you to apply immediately,
as this recruitment may close at any time.**

**The Stanislaus County Health Services Agency invites qualified candidates who are
dedicated to public service and who possess strong administrative,
communication, and leadership skills to serve as a Manager IV.**

<http://www.stancounty.com>



ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University of Stanislaus, Modesto Junior College and benefits from satellite locations of other high quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter, to an average high of 85 degrees in the summer.

ABOUT THE HEALTH SERVICES AGENCY

The Health Services Agency (HSA) serves as the local Public Health Department, and operates a network of outpatient medical programs and services. HSA includes medical offices in seven locations throughout Stanislaus County, provides traditional public health services, health education programs and participates in the Valley Consortium for Medical Education (VCME), a California nonprofit public benefit corporation which trains resident physicians. HSA has approximately 500 full-time and 100 part-time employees, facilitates an active volunteer program, and hosts formal and informal internships.

HSA holds strongly to its vision of "Healthy People in a Healthy Stanislaus" by developing its services with the community, in ways that support community need.

This recruitment is being conducted to fill a vacancy at the Health Services Agency in the Finance Department, part of the Administration Department, and to establish an eligible list to fill future full-time vacancies throughout Stanislaus County. While this is a continuous recruitment, we encourage you to apply immediately as this recruitment may close at any time.

ABOUT THE POSITION

The Health Services Agency is recruiting for a Manager IV (Controller) position in its Finance Division. Under the general direction of the Agency's Chief Financial Officer, the successful candidate will provide oversight and management of the daily operations of the Finance Division. The position will report directly to the Chief Financial Officer of the Health Services Agency and will be responsible for providing highly complex support to upper level management. The Controller will also provide support impacting all areas of the HSA operations which includes the following major programs and/or departments: HSA Administration, Clinics and Ancillary, Public Health, Valley Consortium for Medical Education (VCME) as well as the County's Indigent Healthcare Program.

This management position may be a working manager at times; hence the chosen individual may be responsible for various financial tasks associated with the Agency's departments and/or programs as needed. As the Controller in the Finance Division, the individual will serve as an advisor for the Agency's Executive Team, and will help evaluate and assist with the financial plans, budgeting, economic modeling and evaluation of the various program and fiscal operations. The position will also be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with the Agency's Executive Team, Finance, Audit and Other Committees, Board and Groups affiliated with the organization.

Other key responsibilities include full Financial reporting, Accounting Analysis, Budget Compilation, Monitoring and oversight of General Ledger, Accounts Receivable, Receipt and Disbursement of Federal/State revenues, Accounts Payable/Receivable, Grant Accounting and various other Federal/State/Local Financial Statement and Compliance audits. The Controller will also have oversight of professional positions including the Division Accountant's as well as several Administrative staff who are part of the Leadership/Supervisory staff responsible for the work in the above noted areas.

This Management position will be responsible for the overall oversight of the Agency's approximate \$85 million budget, which includes preparing the budget, the provision of the supporting documentation needed for the budget, ongoing monitoring of the budget, as well as ensuring the monthly and annual closing processes are completed timely and accurately.

Compensation and Benefits

**\$78,187.20—\$117,291.20
Annually**

- Health Plan coverage for employee and dependents (health, dental, vision)
- Excellent retirement benefit
- Term life insurance
- Disability protection
- 1.5% of base wages for Deferred Compensation
- 2 Weeks Paid Annual Vacation at start, which grows based on years of service
- 56 hours management leave per year
- 96 hours of sick leave annually
- 10 paid holidays annually
- \$900 annual Professional Development Reimbursement
- Mileage Reimbursement

For a complete summary of all benefits, please visit our Human Resources webpage at <http://www.stancounty.com/personnel> and select "Employee Benefits" under "Related Links" on the right-hand side.

TYPICAL TASKS

- Serve as the back-up for the Health Services Agency Chief Financial Officer and represent the Agency in various high-level meetings and discussions;
- Prepare the department annual budget and act as a leader of the HSA Finance Department, to develop, administer and implement department financial policies and procedures;
- Responsible for the general oversight of the Agency's general Accounting functions, which include but are not limited to the following: determining appropriate allocation bases, identifying accounting methodology alternatives and selecting the most appropriate method, ensuring the division is following basic concepts of conservatism and consistency, reconciliation of sub-ledgers to the general ledger accounts, Budget analysis and the preparation of regular projections;
- Responsible for the oversight of the Agency's financial and operational controls, including development, implementation and monitoring of said controls;
- Oversight of the maintenance and annual review/update of all the Accounting policies and procedures;
- Ensure compliance with mandated rules, regulations, policies and procedures related to the assigned functional area of responsibility including accounting, budget and grants as well as other Countywide policies and procedures, including the Accounting Guidelines published by the Auditor-Controller;
- Oversight of the Agency's and VCME's Annual Financial Statement Audits;
- Oversight of VCME's Annual Tax Return;
- Perform analysis and research of various issues related to Healthcare regulatory changes;
- Serve in consultative role to other department managers to gather, understand, interpret their program budget/operational requests to facilitate implementation of their goals and objectives;
- Participation in various teams and/or committees, including, but not limited to the Agency's strategic planning team, the Agency's as well as the VCME Finance Committees;
- Provide support for the Executive Team members as well as program managers related to both program planning and budgetary scenarios;
- Conduct research in a variety of areas which may include, but are not limited to, Finance, Budget, Staffing, Legislative Affairs as well as Economic conditions and public policy associated with the assigned areas of responsibility;
- Prepare and oversee the gathering of fiscal data for use by Agency management, staff and auditors;
- Select, assign, direct and evaluate the performance of Finance staff;

- Assist in developing goals, objectives, policies and procedures for the Health Services Agency in assigned functional area of responsibility;
- Coordinate and/or serves as the primary contact during audits;
- Familiar with Enterprise, Special Revenue Fund and Non-Profit Accounting guidelines and standards to ensure complete and accurate financial and statistical accounting of the department transactions for funding reimbursement; and
- Conduct presentations on assigned functional area's operations and activities to internal and external entities.

SKILLS/ABILITIES

- Analyze complex administrative, budgetary and organizational issues, define problems and accurately, conduct thorough research and make logical and practical recommendations and course of action;
- Prepare and present comprehensive management reports, spreadsheets, statistical data and recommendations;
- Review, interpret and provide guidance on current and proposed County ordinances/policies, State and Federal laws and regulations;
- Work independently as well as harmoniously with Departmental and County personnel;
- Effectively recognize priorities and assignments to ensure successful completion of tasks in a timely manner;
- Make public presentations;
- Establish goals and objectives, participate in strategic planning and outcome measurement;
- Display innovation, creativity and flexibility in managing operations and problem solving;
- Facilitate training and other group interactions;
- Promote positive relationships with partners and the general public;
- Define key business processes and develop recommendations for improving service efficiency and quality;
- Maintain confidential information according to legal standards and/or County policies;
- Write clearly, succinctly and concisely with excellent oral and written communication skills;
- Apply sound administrative judgment to complex accounting, budgetary, and/or organizational problems;
- Remain abreast of developments in the fields of accounting and public administration and
- Work such hours as are necessary to accomplish the requirements of the job.

KNOWLEDGE

- Knowledge of Governmental/Enterprise Fund Accounting (GAAP for Governments);
- Knowledge of Non-Profit Accounting (GAAP for Non-Profits);
- Knowledge of the principles and practices of Cost Accounting and Reporting;
- Knowledge of Budgeting, Forecasting and Financial Management;
- Administrative techniques, including principles of organization, budgeting, performance evaluation, and personnel administration;
- Methods of investigation and problem solving;
- Principles and procedures for compliance and financial audits;
- Program planning, design, and implementation;
- Principles of personnel management, supervision, labor relations, and training;
- Public policy and regulations governing the operation of public employment programs;
- Public and private agency community resources;
- Equal Employment Opportunity (EEO) principles;
- Use of cultural competency principles on organizational and service delivery levels;
- Legislation, regulations, policies and standards pertaining to healthcare accounting in an outpatient setting;
- Principles of program organization, administration and management;
- Clinic operations in a public health setting;
- Computer applications with significant working experience (i.e. Excel, Word, Access, PowerPoint);
- Federal Funding and the related regulations and compliance requirements, including OMB A-87 and 133; and
- Role of technology in improving business processes to support Agency and Community needs.

EDUCATION/EXPERIENCE

- Graduation from an accredited four-year college or university; AND
- Qualifying candidates at the Controller (Manager IV) level will demonstrate advanced work experience to support their ability to fully function in a senior management position. This would typically include a minimum of five (5) years of progressively responsible management/supervisory work experience in either Accounting or Finance.

Work experience may substitute for the required educational requirements during the screening process when the candidate's work experience exceeds the

minimum standards required for the position and had a direct application to the level and duties of the position applied for.

Proof of education (transcripts) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-8204 to make other arrangements. Failure to submit proof will result in disqualification.

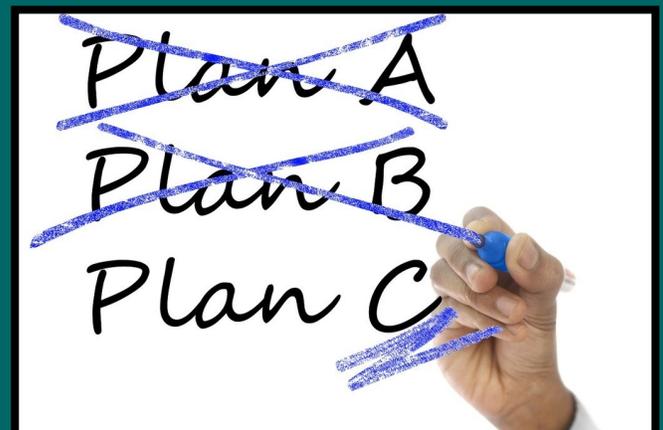
LICENSE

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

In addition to the minimum qualifications, applicant screening will focus on the following desirable categories. Please list any desirable qualifications you may have within the Additional Information section of the online application.

DESIRABLE QUALIFICATIONS

- Possession of a Master's degree in Business, Accounting, Finance or Public Administration; OR
- Three (3) years of Financial Accounting in a government agency; OR
- Certification in Public Accounting (CPA).



FINANCE



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes. Incumbents are also subject to overtime, standby, callback, weekend, holiday and shift assignments. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form. <http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

JOB TASK ANALYSIS INFORMATION

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."

PUBLIC SERVICE LOAN FORGIVENESS PROGRAM

Find out if you qualify for the AES Public Service Loan Forgiveness program for full-time public sector employees (PSLF) by contacting (866) 706-5005. <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

WELLNESS PROGRAM

Learn more about Club Wellness, a program designed to facilitate and encourage the good health of the Stanislaus County's workforce. <http://myclubwellness.org>

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.