COUNTY OF SAN DIEGO
THE NOBLEST MOTIVE IS THE PUBLIC GOOD

MANAGER, AUDITOR AND CONTROLLER
OFFICE OF REVENUE & RECOVERY
COLLECTIONS DIVISION
Anticipated Hiring Salary - $93,000 - $103,000
Excellent Benefits Package

www.sandiegocounty.gov
The Auditor and Controller Department (A&C) of the County of San Diego is seeking qualified individuals for Manager, Auditor & Controller, to fill a current vacancy in the Revenue & Recovery, Collections Division.

This is an outstanding and exciting career opportunity in a complex and dynamic environment for an exceptionally qualified, highly motivated and enthusiastic individual. This position is responsible for a broad variety of functions and requires excellent management, problem solving, technical and customer service skills.

This Unclassified Management position reports to the Revenue and Recovery Director and responsibilities include:

- Planning, organizing, and directing administrative and operational activities of the Collections Division team, who performs a variety of collection, financial, and legal related functions regarding debts owed to County, victims of crime, the Courts and other stakeholders.
- Formulates and implements policy, procedures and control for the assigned division units and ensures compliance with all laws and regulations.
- Works closely with the Director and Revenue & Recovery’s management/leadership team regarding strategic planning, identifying and establishing priorities and new initiatives to optimize resources and support a thriving organizational culture.
- Prepares, supervises and/or provides input into the preparation of the division budget, revenue projections, operational and financial reports. Establishes and reports key performance indicators and benchmarks and develops budgetary forecasts for the division.
- Coordinates divisional services with County departments and public/private agencies and establishes and maintains effective internal and external partnerships and strong working relationships.
- Oversees and coordinates integration, upgrades, updates and improvement of collection and other County systems and processes including developing and maintaining policies, procedures, process and data flows.

AUDITOR AND CONTROLLER DEPARTMENT

The Auditor and Controller provides superior financial services for the County of San Diego that ensure financial integrity, promote accountability in government, and maintain the public trust.

The Auditor and Controller is the leading financial management resource of the County whose long-term objective is to continue to broaden our role of controller into a provider of value-added financial services. Governed by the overriding principles of fiscal integrity, customer service, and continuous improvement, the Auditor and Controller has four primary responsibilities, including maintaining accounts for the financial transactions of all departments and of those agencies or special districts kept in the County treasury in accordance with County Charter, Government Code and generally accepted accounting principles; audit services; professional accounts receivable and collection services; and accounting services that advances the goals and visions of the Board utilizing the General Management System and County’s Strategic Plan.

The Office of Revenue and Recovery (ORR) is the designated collection agency for the County of San Diego. As a division of the Auditor and Controller Department, ORR is responsible for the management, collections, and accounting of over $130 million in receivables owed to the County for a variety of programs and services. The Office of Revenue and Recovery is a Comprehensive Collections Agency as defined in California Penal Code 1463.007. Its mission is to provide cost effective and efficient accounts receivable management services by maximizing the recovery of debt while minimizing costs.

THE IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- Well organized, plans and prepares in a thorough fashion
- Self-starter, self-motivated, and open-minded
- Thinks globally in problem solving and plans development
- Takes initiative and works to promote innovation
- Fosters growth to achieve standards of excellence and continuous improvement
- Excels in collaborating and working cooperatively with all stakeholders
- Possesses knowledge and skills necessary to efficiently and effectively lead
- Positively engage and mentor others to achieve superior results and deliver exceptional customer service

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor’s degree from an accredited college or university, or certified equivalency for foreign studies, AND five (5) years of experience that demonstrates the ability to perform the essential functions of the classification, which must include two years of management or supervision; OR, a combination of experience and/or education.

Note: A master's degree or higher degree may substitute for a total of one (1) year. In order for education to substitute for work experience as stated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.
APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at www.sandiegocounty.gov/hr; select the link for jobs. Résumés should include academic degrees and credentials held, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, and key duties performed. An evaluation panel will convene to review submittals and identify top competitors to be considered for further evaluation. This recruitment will remain open until filled. Interested candidates are encouraged to apply as soon as possible for consideration.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information visit www.livewellsd.org.

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

CONTACT INFORMATION

Questions about this position, application and selection process should be directed to Brandy Winterbottom-Whitney, Deputy Director, Human Resources, Brandy.Winterbottom-Whitney@sdcounty.ca.gov or 858-505-6324.

Class #000310
05/02/19