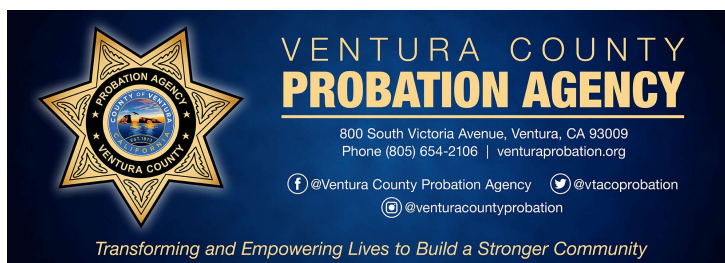




Ventura County
Probation Agency Accounting Manager

SALARY	\$51.45 - \$72.03 Hourly \$4,116.22 - \$5,762.71 Biweekly \$8,918.48 - \$12,485.87 Monthly \$107,021.77 - \$149,830.49 Annually	LOCATION	and may be required to travel throughout Ventura County, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	0947VPA-24AB (AI)
DEPARTMENT	Probation Agency (recruitment by CEO-HR)	OPENING DATE	10/15/2024
CLOSING DATE	Continuous		

Description



WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately \$107,021.77 to \$149,830.49 annually, an employee within this position will also be eligible for the following:

- **A general salary increase** of 3.5% effective December 22, 2024.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.
- **Bilingual Incentive** - Proficiency levels by exam are \$.69 per hour (Level I), \$1.00 per hour (Level II), or \$1.32 per hour (Level III).
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months.
- **Annual Leave Accrual** - A candidate selected for this position will earn 208 hours per year, increasing to 288 hours after 5 years of service (based on a full-time schedule; hours are pro-rated for part-time schedules).
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Insurance** - You are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- **Pension Plan** - Participation in the County's defined pension plan. If eligible, you may establish reciprocity with other public retirement systems such as CalPERS.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.

THE POSITION

The Ventura County Probation Agency (VCPA) is seeking an Accounting Manager to direct and oversee the fiscal operations and activities for the Agency. Under general direction, the Probation Agency Accounting Manager plans, organizes and directs the fiscal operations and activities in an assigned agency or department; manages and participates in the development of fiscal goals, objectives, policies and procedures; analyzes the agency or department's overall fiscal data requirements for its various divisions and directs the development and implementation of systems and procedures to meet those requirements; directly and through subordinate staff, selects, trains, and supervises supervisory, professional, technical, and clerical accounting staff; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to higher level management and executive staff.

THE IDEAL CANDIDATE

The ideal candidate will have a Bachelor's degree in Accounting, Finance, or Business Administration with extensive professional experience in accounting or auditing along with full scope of supervision experience which includes administering performance evaluations. They will be results-oriented, motivated for success, and have highly developed skills in the areas of change management, time management, team leadership, and critical thinking; experience leading others, setting goals, solving problems, and communicating effectively. Additionally, the ideal candidate will have strong interpersonal skills with a high level of emotional intelligence to build and foster collaborative working relationships with both internal and external partners of diverse backgrounds.

PAYROLL TITLE: Manager, Accounting II

AGENCY/DEPARTMENT: Probation Agency/Administration

Manager, Accounting II is a Management exempt classification and is not eligible for overtime compensation. Incumbents in these classifications are eligible for benefits at the MB3 level.

The eligible list established from this recruitment may be used to fill current and future Regular, Temporary, Fixed-term, Intermittent, or Extra Help vacancies in the Probation Agency. **There is currently one (1) Regular vacancy.**

The eligible list established from this recruitment will be used to fill **this position only**.

TENTATIVE SCHEDULE

OPENING DATE: October 15, 2024

CLOSING DATE: Continuous: Applications must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

FIRST APPLICATION REVIEW COMPLETE: Week of November 4, 2024

Examples Of Duties

Duties may include but are not limited to the following:

- Plans, organizes and directs the fiscal operations and activities in support of Probation Agency; directs and manages the development of fiscal goals, objectives, policies and procedures; ensures appropriate actions are taken to maximize stable long-term resource to support the Agency's mission and long term goals;
- Develops and implements financial objectives, policies and procedures designed to maximize revenue reimbursement, utilization, and compliance with applicable local, state, and federal laws, rules and regulations, and County and Probation Agency guidelines;
- Provides highly complex technical and policy advice to executive management regarding agency-wide financial, contracting and fiscal service issues having a significant impact on Probation Agency operations;
- Directly and through subordinate staff, selects, trains, and supervises professional, technical, and clerical accounting staff; assigns and reviews work, establishes performance standards and evaluates work; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing finance operation to serve the needs of the Agency and County;
- Plans, organizes, directs, supervises and coordinates the preparation of the Agency budget requiring significant justifications and consideration of funding and service level/delivery alternatives; manages and controls the Agency budget to assure conformance with revenue expectation and expenditure plans;
- Manages and leverages the County General Fund provided to the Agency to maximize the long term draw down of federal, state and private grant funding; assumes responsibility for instituting fiscal best practices and business process improvements that lead to organizational, operations and human resource efficiencies;
- Oversees the development and implementation of short- and long-range fiscal strategic planning initiatives to ensure that current and future fiscal/financial needs are clearly identified and addressed; develops and recommends operating policies and procedures to meet the Agency's financial goals and objectives; participates with members of the Executive Team in assisting the Agency director with the development of current and long-range objectives, plans, policies and overall management of the Agency;
- Serves as the fiscal/financial subject matter expert for the Agency and provides direction to resolve the most difficult, complex and operationally impactful financial issues;
- Plans, organizes, directs, supervises and coordinates the production of various comprehensive financial, management and statistical report for Probation Agency executives, and the County Executive Office;
- Represents the Agency's interests at local, state and federal levels for all financial matters; serves as an advocate for maximum long-term funding for agency program at all levels of government;
- Serves as Probation Agency representative at various local and state work groups, committees and task forces;
- Analyzes the Agency's overall fiscal data requirements for its various divisions and directs the development and implementation of systems and procedures to meet those requirements;
- Reviews and assesses the impact of changes in the Agency's funding streams and stays abreast of new regulations and program developments to ensure the long-term maximization of Probation Agency resources; develops and implements fiscal programs and procedures needed to qualify the Agency for a variety of federal and state revenues;
- Conducts studies of operating issues, automation systems, procedures, work assignments and forms, and recommends changes to increase the efficiency and effectiveness of Probation Agency operations;
- Oversees the development of and adherence to fiscal policy consistent with County established policy and in accordance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB); ensures internal control policies and procedures are implemented and followed;
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within Probation Agency policy, appropriate staffing levels; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for process improvement; directs implementation of change;
- Analyzes new legislation and changes in regulations in order to determine impact on Probation Agency's finances and operations; advises managers and executives accordingly, and devises strategies for coping and complying with changes; and
- Performs other related duties as required.

Typical Qualifications

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING AND EXPERIENCE

Extensive education and experience which has led to the acquisition of the required knowledge, skills and abilities.

An example of qualifying education and experience includes:

A) Bachelor's degree with at least eighteen (18) semester units of college-level accounting coursework, including one (1) semester of Managerial Accounting **and** one (1) additional upper division business related course, **AND:**

Five (5) years of progressively responsible professional accounting or auditing experience of which four (4) years must be experience at a supervisory or management level with responsibilities for unit operations, program development or project management;

OR

B) two (2) years of experience as a Manager, Accounting I for the County of Ventura.

Substitution: A Master's degree in Accounting, Business Administration (MBA) degree, Certified Public Accountant (CPA) license, or Certified Information Systems Auditor (CISA) designation, may be substituted for one (1) year of professional accounting/auditing experience for a maximum substitution limit of one (1) year experience.

NECESSARY SPECIAL REQUIREMENTS

- Intermediate skill with Microsoft Excel.
- Must obtain and maintain a valid California driver license.
- Must be willing and able to work in a law enforcement agency/environment.
- Must be willing and able to travel regularly throughout Ventura County and California.
- If qualifying under Option A above, verification of a college degree and college-level coursework is required.
 1. Submit your transcripts or grade reports from an accredited college or university which shows your name, the conferred date of your degree and the major area of study; attach education verification documents to your online application or submit to Kristy.Madrigal@ventura.org, no more than three (3) days after the closing date.
 2. If you need additional time to submit transcripts, contact the analyst conducting the recruitment for an extension at Kristy.Madrigal@ventura.org
 3. Unofficial transcripts are acceptable.
 4. Degree(s) from a foreign institution require an academic credential evaluation to determine the U.S. equivalency.
 5. If the name is different on the transcripts from your application, documentation needs to be submitted showing the name change.

DESIRED

- Certified Public Accountant License
- Experience with governmental accounting.
- Master's degree in Accounting, Finance, Business Administration, or related field
- Experience working with law enforcement agencies.

Knowledge, Skills, and Abilities

Thorough and comprehensive knowledge of: operations, services and activities of a comprehensive finance department including, but not limited to, finance, accounting, budget, procurement and payroll; operations and services provided by the agency; fiscal policy objectives of the agency; fiscal management best practices; General Fund fiscal and operational parameters; principles of strategic planning; Generally Accepted Accounting Principles, practices and standards; financial and operational auditing standards and techniques; policy and procedure development techniques; principles and practices of supervision, management; and public administration; principles and practices of leadership, motivation, team building and conflict resolution; principles and practices of organization, administration and personnel management; principles and practices of budget development, local, state and federal rules and regulations governing public fiscal operations; organizational and management practices as they relate to program evaluation and analysis; principles and practices of project management; principles and practices of budget development, monitoring and control; principles of cost/benefit analysis.

Skill in: management and leadership; planning, directing and controlling fiscal operations, staff and services in assigned agency; interpreting and applying provision of codes, regulations, statutes and ordinances relevant to agency operations; developing and implementing fiscal monitoring and control mechanisms; planning and implementing the application of automated systems for financial reporting and accounting/auditing purposes; developing and conducting effective presentations to County management, executives, Board of Supervisors and the general public; use of computers and related technology including software applications specific to the work performed.

Ability to: model leadership behavior; plan, organize, supervise the work of professional and technical fiscal staff; manage change and encourage/support staff impacted by change; apply administrative and abstract accounting/auditing concepts and procedures; develop and implement new or revised policies and procedures to adapt to internal and external policy changes or legal mandates; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; gain cooperation through dialog and influence; provide financial/fiscal advice to executive management including making decisions for budgetary and strategic planning purposes; manage the production of various

comprehensive reports; exercise sound judgment in sensitive situations, and establish and maintain effective working relationships with those contacted in the course of work.

Recruitment Process

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applicants must provide sufficient information under the Education/Work Experience portion of the application and supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire responses must be supported by the application's work history and may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

NOTE: If there are a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questionnaire.

TRAINING & EXPERIENCE EVALUATION: A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

NOTE: The selection process will likely consist of an Oral Exam, which may be preceded by or replaced with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.

ORAL EXAM – 100%: A job-related oral exam may be conducted to evaluate and compare participating applicants' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Applicants must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

Note: If there are three (3) or fewer qualified applicants, an exam will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Applicants successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: Applicants may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record.

For further information about this recruitment, please contact Kristy Madrigal by e-mail at Kristy.Madrigal@ventura.org or by telephone at (805) 654-5094.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Agency

Ventura County

Address

800 S. Victoria Avenue
 LOC. #1970
 Ventura, California, 93009

Phone

(805) 654-5129

Website<http://hr.ventura.org>**Probation Agency Accounting Manager Supplemental Questionnaire*****QUESTION 1**

Do you possess, or have the ability to obtain prior to appointment, and maintain a valid California driver license?

- Yes
 No

***QUESTION 2**

Are you able and willing to travel in or out of the county as needed?

- Yes
 No

***QUESTION 3**

Are you willing and able to work in a law enforcement environment?

- Yes
 No

***QUESTION 4**

You are required to submit transcripts or grade records to verify the successful completion of the required course work to qualify for this recruitment.

You must show that you have a bachelor's degree and have completed at least 18 semester units of college-level accounting coursework and one (1) semester of Managerial Accounting and one (1) additional upper division business related course.

Please choose the statement below which best describes your situation related to transcripts or grade records.

- A copy of my transcripts or grade records is attached to my online application.
 I will email a copy of my transcripts to kristy.madrigal@ventura.org.
 I do not have and/or cannot submit a copy of my transcripts or grade records within 3 days of this recruitment closing. I understand that this means I will not be considered further in the examination process.
 I am qualifying on my work as Manager, Accounting I for the County of Ventura or comparable experience and do not need to submit transcripts or grade records.

QUESTION 5

Describe your accounting and auditing work experience within a finance department with responsibilities for fiscal operations, services and/or activities. Include:

- A) The employer(s) where you obtained the experience.**
B) Specific fiscal operations, services and/or activities for which you have been responsible, such as preparation of financial statements, specific programs, auditing, payroll, accounts payable, etc.
C) Number of years of experience with each area of responsibility.
D) Your role (individual contributor, lead, supervisor, manager) for each area of responsibility.

Employer(s) where you obtained the experience must be included in the work experience section of your application to be considered qualifying.

If you have no experience in this area, type "no experience."

QUESTION 6

Describe your work experience related to budgeting. Include:

- A) The employer(s) where you obtained the experience.
- B) Types of budgets, such as operations, specific programs, enterprise budgets, etc.
- C) The size of the budgets involved.
- D) Number of years of experience with each type of budget.
- E) Experience within a public-sector agency.

Employer(s) where you obtained the experience must be included in the work experience section of your application to be considered qualifying.

If you have no experience in this area, type "no experience."

QUESTION 7

Describe your experience developing and implementing policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP). Include:

- A) The employer(s) where you obtained the experience.
- B) Examples of specific new or revised procedures developed to reflect internal and/or external policy changes or legal mandates.
- C) Your role in the process (individual contributor, lead, supervisor, manager).
- D) Experience being the decision maker in adapting such procedures.

Employer(s) where you obtained the experience must be included in the work experience section of your application to be considered qualifying.

If you have no experience in this area, type "no experience."

***QUESTION 8**

Describe your experience directly supervising or managing an accounting team, which includes administering performance evaluations. Include:

- A) The employer(s) where you obtained the experience.
- B) Specific accounting functions directly supervised or managed.
- C) Experience planning and organizing the work of professional and technical fiscal staff.
- D) Number of years supervising or managing and the number of staff on the team managed.
- E) Experience conducting performance evaluations.

Employer(s) where you obtained the experience must be included in the work experience section of your application to be considered qualifying.

If you have no experience in this area, type "no experience."

***QUESTION 9**

Describe your experience utilizing different technology tools to analyze financial data and make recommendations to achieve operational/business goals (e.g. reduce costs, increase revenues, improve services, etc.). Include descriptions of the following in your response:

- A) Employer(s) where you obtained the experience.
- B) Business problem(s) and goals.
- C) Data used and analysis conducted.
- D) Proficiency level (Beginner, Intermediate, Advanced) in Microsoft Excel with examples of the features/tool employed and rationale for these selections.
- E) Recommendations that you identified for achieving operational/business goals and the target audience for these recommendations.
- F) Outcome of your efforts.

Employer(s) where you obtained the experience must be included in the work experience section of your application to be considered qualifying.

If you do not have this experience, please type "no experience".

* Required Question