



***DIRECTOR***

**FINANCE**

**SACRAMENTO**  
COUNTY







## THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.6 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 600,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

## COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney, and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments.

In July 2021, the Board of Supervisors started the process to reorganize agencies and departments. The proposed four agencies within the County, which report to the County Executive, are Administrative Services, Community Services, Public Safety & Justice, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration, and Water Resources.

The County's total operating budget for 2022-23 is \$7.9 billion, and there are more than 13,300 full-time employees.

## THE DEPARTMENT

The Department of Finance operates a Fiscal Year 2022-23 Budget of approximately \$52 million with a total of 240 full-time equivalent positions. They manage the complex financial and fiscal duties of Sacramento County through the following divisions:

- **Auditor-Controller:** provides central support services to 34 County departments, 70 Special Districts, and a variety of other government agencies and taxpayers in the Sacramento area. This Division also prepares the County's Annual Financial Report.
- **Consolidated Utility Billing and Services (CUBS):** provides billing for the following services: Refuse Services, Stormwater Drainage, Sewer Service, Water Supply and Rental Housing. There are over 311,000 customer accounts that generate over 360 million dollars annually.
- **Investments:** manages approximately \$6.7 billion Sacramento County Pooled Investment; provides compliance and performance reporting for the Sacramento County Pooled Investment Fund for review by the Board of Supervisors, the County Executive, and the Treasury Oversight Committee.
- **Revenue Recovery:** collects revenue for the County and other government entities, certain Court ordered fines and fees, restitution payments owed to victims of crime, aid overpayments, and any other obligation referred to Revenue Recovery. These services reduce the burden of payment on taxpayers by holding debtors accountable for payment as well as collecting revenue for the County effectively and efficiently.
- **Tax Collection and Business Licensing:** collects taxes on real and personal property located in the unincorporated area of Sacramento County. They offer assistance online, in-person, and by phone.
- **Treasury:** responsible for the receipt, custody, depository, investment accounting, and recording of funds for the County, school districts, joint power authorities, and special districts whose funds are held and invested by the County Treasurer (Director of Finance).

## THE POSITION

Reporting to the Deputy County Executive – Administrative Services, the Director of Finance is the County Auditor-Controller and Treasurer-Tax Collector. They are responsible for the administration and operation of these Divisions as well as Consolidated Billing and Services (CUBS), Revenue Recovery, Business License, and Fictitious Business Names. The Director of Finance is responsible for advising and assisting the officials of County agencies, departments, boards and commissions on fiscal matters in unincorporated Sacramento County.

The Director of Finance is the Department's appointing authority and has ultimate responsibility for all operations and services provided within the Department. This includes two special functions – Countywide Payroll and Property Tax Accounting. In addition, the Director ensures adherence to laws, codes, regulations, and California legislation as the Auditor-Controller and Treasurer-Tax Collector.

Currently, the Department of Finance is working with the Department of Technology in implementing a new \$40 million property tax system.



# MINIMUM QUALIFICATIONS

Although the Director of Finance is *not* a Civil Service position, candidates must meet the minimum qualifications in accordance with California Government Code 26980(c). Persons appointed to this position *must* meet **one** of the following criteria:

- Possess a valid certificate issued by the California Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant.
- Possess a baccalaureate degree, masters, or doctoral degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, as that section read on December 31, 2009, **and** has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.
- Possess a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- Served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.

*In addition to meeting the Minimum Qualifications, highly qualified candidates will:*

- Possess CPA, CIA, CFE, CPFO certification and/or a Master's degree.
- Have considerable executive-level administrative or management experience in planning, organizing and directing diversified and large-scale financial activities.
- Be a strategic visionary that can successfully manage the implementation of a new \$40 million property tax system.
- Demonstrate the ability to lead and build cohesive teams among a diverse group of employees.
- Work well with elected officials, governing boards, officials from all levels of government, public and private agency leaders, business owners, advocacy groups, the general public, and the media.
- Be an expert in principles and practices of government accounting, auditing, budgeting and fiscal reporting.
- Exhibit a professional presence, excellent business acumen and possess excellent communication, analytical and organizational skills.



# COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$219,576 - \$242,088, including a 3.35% management incentive.

- **Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Auto Allowance** – \$550 per month.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), including Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 3% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary continuously throughout the year.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$600,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon the length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.

# HOW TO APPLY

If you are interested in pursuing this unique and exceptional career opportunity, please submit your resume, a cover letter, and three professional references via email to [Tannerj@saccounty.gov](mailto:Tannerj@saccounty.gov).

This recruitment will remain open until the position is filled.

**The next filing cutoff is March 22, 2023.**

Following the filing deadline, submittals will be screened according to the qualifications outlined above. The most qualified candidates will be invited to participate in the interview and selection process. Interviews are tentatively scheduled for the week of **April 10, 2023**.

If you have questions or for additional information about this position, please contact Jamie Tanner, Personnel Analyst, via phone at 916-874-1683 or via email at [Tannerj@saccounty.gov](mailto:Tannerj@saccounty.gov).

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