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Job details

Job 1 of 1

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General Information The Treasurer and Tax Collector is seeking a highly motivated and qualified individual for an Accounting Officer III position in the Internal Controls Branch (ICB). This position is responsible for the accounting and monitoring of the largest County Investment Pool, valued at approximately \$21 billion as of June 30, 2012. The Accounting Officer III reports to an Assistant Operations Chief in the ICB and supervises three professional and technical accounting staff in the Investment and Bond Accounting Section of the ICB.

This position offers either a 5/40 or 9/80 work schedule. The County of Los Angeles provides employees who work in the Civic Center with a transportation allowance of \$70 per month (not applicable for night shift and early shift employees).

Requirements This transfer opportunity is open to permanent County employees who currently hold the Los Angeles County payroll title of Accounting Officer III or its equivalent. Qualified employees are invited to submit a cover letter, resume, copies of last two performance evaluations, and last two years' Time History Reports from CWTAPPS and e-HR (Prime Variance only) by Wednesday, November 14, 2012. **Only the most qualified employees will be invited for an interview.** Without prior notice, we may close this transfer opportunity at any time.

NOTE: COVER LETTERS AND RESUMES WILL BE ACCEPTED ONLINE ONLY. If you are unable to attach the required documents, you may fax them to (213) 217-4931 or email them to ttchr@tfc.lacounty.gov on the day of submitting your resume. Please include your name, bulletin number and position title on all faxed and/or emailed documents.

Desirable Qualifications

- Accounting and auditing experience
- Strong investment accounting knowledge
- Comprehensive knowledge of the County's accounting practices and cycles
- Strong analytical skills and ability to manage several projects or assignments in a deadline-oriented work environment

- Excellent oral and written communication skills
- Strong team-building skills and the ability to work well with various levels of management and staff, outside agencies and other County departments and understand their operations and the impact on one another
- Excellent knowledge of the Microsoft Office Suite (i.e., Excel, Word, Access and Outlook)
- In-depth knowledge of eCAPS

Duties

The following are the major areas of responsibility of the Accounting Officer III:

- Plans, assigns, directs and evaluates the work of the Investment and Bond Accounting Section of the ICB.
- Analyzes and interprets new and current legislation, county code, departmental policy, and the County Fiscal Manual as it relates to the department's areas of responsibilities (e.g., investments and bond accounting, etc.). Works closely with the Auditor-Controller (A-C), County Counsel and departments/agencies of interest for clarification.
- Evaluates essential business processes and directs the development and maintenance of written procedures, as required.
- Prepares and reviews investment data for the Treasury's Annual Financial Statement and for the A-C to include in the County's Comprehensive Annual Financial Report (CAFR).
- Responsible for review of investment transactions for conformance with the Treasurer and Tax Collector's (TTC) Investment Policy.
- Responsible for compiling various investment reports for the Board of Supervisors and various stakeholders.
- Coordination and training of the Unit's participation in the TTC Business Continuity Plan (BCP) quarterly exercises.
- Responds to auditor inquiries regarding investment related issues, including statutorily required quarterly reviews and annual financial audits.

Vacancy Information

This transfer opportunity is located at the Hall of Administration in downtown Los Angeles, which offers close proximity to various forms of public transportation, parking options, restaurants, shopping, and entertainment. The address is 222 N. Grand Ave., 4th Floor, Los Angeles, CA 90012.

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Job Field Finance and Accounting
Job Type Professional

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