
THE COUNTY OF LOS ANGELES

With more than 10 million residents, Los Angeles County is the most populous county in the nation. As the largest employer in Southern California, over 110,000 employees in more than 35 Departments provide vital public services as diverse as law enforcement, property assessment, public health protection, water conservation, cultural activities and many more.

DEPARTMENT OF TREASURER AND TAX COLLECTOR

We bill, collect, invest, borrow, safeguard, and disburse monies and properties on behalf of the County, government agencies and entities, and private individuals as specified by law. Our Department has seven distinct branches: Administration, Banking Operations, Finance & Investments, Internal Controls, Information Technology, Public Administrator, and Tax Collections.

We function as the Treasurer for the County and all the school and community districts within it. We provide for the collection, custody, borrowing, investment, and disbursement of County funds, including general, trust, school, and special district funds. We also provide cash management services to 12 cities/agencies, 115 school districts and administer 254 bank accounts for County departments, school and special districts.

Our current departmental budget exceeds \$89 million and includes funding for 498 positions.

ASSISTANT TREASURER AND TAX COLLECTOR, INTERNAL CONTROLS

This unclassified position has executive level management responsibility for the Internal Controls Branch (Branch). Responsibilities include directing, through subordinate managers, the accounting, controls, and compliance functions for the Department, including Cash and Financial Accounting; Investment Accounting, Miscellaneous Taxes and Fees, Estates, Escheatment, and Special Projects; and Collections and Unsecured Property Tax Accounting. This position reports directly to the Department's Chief Deputy Treasurer and Tax Collector.

KEY RESPONSIBILITIES:

Assisting in the overall management of the Department and having responsibility for strategically directing the work of the 52 budgeted positions within the Branch. Other key responsibilities include:

Cash and Financial Accounting

- Directing the accounting and reconciliation of the Department's 6 concentration bank accounts, and the County's cash receipts and disbursements.
- Overseeing the accounting and reconciliation of the secured and redemption property tax collection trust accounts.
- Establishing the accounting and internal control policies related to the County's eCommerce initiatives.

Investment Accounting / Miscellaneous Taxes and Fees / Estates, Escheatment, Special Projects

- Administering the accounting, compliance monitoring, and preparation of annual financial statements of the County's \$40 billion Treasury Pool.
- Overseeing the accounts for miscellaneous taxes, including Transient Occupancy Tax, Utility User Tax, and Business License Tax – Disposal Facilities (Waste Disposal Tax).
- Administering the accounting of Business License fees, escheatment of unclaimed funds, and estate monies of unknown heirs or heirs that have not been located.
- Directing the coordination of the annual Internal Controls Certification Program.

Collections and Unsecured Property Tax Accounting

- Directing the accounting of referrals, collections, and write-offs of all delinquent accounts for various County departments.
- Administering the accounts for the Probation Department's collections of restitution and fee and fine accounts.
- Directing the accounting for approximately \$758 million of unsecured property taxes.

QUALIFYING EXPERIENCE & EDUCATION

A Bachelor's degree or higher from an accredited college or university in public administration, business administration, economics, finance, accounting, or related field, and five (5) years of progressively responsible management experience in a governmental or public sector agency managing a complex operation or assisting in the management of a major operational unit.

License: A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Ability to plan, assign, and direct the operations of a branch/division/team including project and workload management, goal setting, budget management, human resources, strategy development, and the formulation and implementation of departmental policy.
- Experience leading the development of new and/or improved financial accounting systems and operations.
- Ability to build relationships with executive-level management in other departments/agencies to coordinate services and resolve operational issues.
- Excellent leadership skills.
- Excellent verbal and written communication skills.
- High level of credibility and integrity.

SELECTION PROCESS

- In order to assess the level and scope of preparation for this vacancy, we will evaluate your background on the basis of the information submitted at the time of application.
- Applicants with the highest qualifications, as established by the screening process, will be invited to participate in the interview process.
- As applicants advance in the process, we will require them to complete a thorough background investigation, including a Live Scan fingerprint search, prior to appointment. An example of a disqualifying factor is any felony or

misdemeanor conviction involving moral turpitude.

COMPENSATION & BENEFITS

Compensation: This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) and will be compensated at MAPP Range R-14 (\$145,815 - \$226,772 annually). The selected applicant may be placed at any point of the range by the appointing authority and the County Chief Executive Office.

BENEFITS: Our excellent benefit package allows employees to choose benefits that meet their specific needs as detailed below:

- **Retirement Plan:** The successful individual will participate in a contributory defined benefit plan.
- **Cafeteria Benefit Plan:** The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. Note: This is not applicable to County employees who are currently in the Flex Plan.
- **Flexible Spending Account:** Optional employee tax-free health care spending account.
- **Savings Plan 401(k) and Deferred Compensation Plan (457):** These optional tax-deferred income plans may include a

County matching contribution up to 4% of employee's compensation per plan.

- **Holidays:** 12 paid days per year.

TO BE CONSIDERED

Departmental Promotional Opportunity

Restricted to permanent employees of the County of Los Angeles Department of Treasurer and Tax Collector who have successfully completed their initial probationary period. Current employees in the unclassified service who meet the Qualifying Experience and Education also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service.

What should you include?

We invite you to submit a statement of interest and a comprehensive resume detailing your knowledge, skills, and abilities related to this position.

You should include information required to assess if you meet the experience and education and the desirable qualifications delineated on this recruitment announcement, including:

- Names of schools, colleges, or universities you attended, dates you attended, field(s) of study and degree(s) you earned. Please enclose verification of degree(s), license(s) and certificate(s) together with your resume.
- Regarding the organizations and programs you have managed, please include the name

of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

- Your answers to the Supplemental Questionnaire included with this job announcement. Please provide thorough and complete answers.

ARE YOU INTERESTED IN APPLYING?

Please submit the required documentation electronically to ttcexams@ttc.lacounty.gov by **5:00 p.m., on September 22, 2021**. Please indicate the position title of "Assistant Treasurer and Tax Collector – Internal Controls" in the subject line of your e-mail.

Do you have any questions? Please contact:

VIBIANA NAVARRO
Kenneth Hahn Hall of Administration
500 W. Temple Street – Room 490
Los Angeles, CA 90012
Phone: (213) 974-2178
Fax: (213) 217-4931

Equal Employment Opportunity:

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

This announcement and supplemental questionnaire may be downloaded from the County of Los Angeles website at: <https://bit.ly/3trLHaF>

**THE COUNTY OF LOS ANGELES IS AN
ACTIVE EQUAL OPPORTUNITY EMPLOYER**

Posted: 09/08/2021

County of Los Angeles

**THE DEPARTMENT OF
TREASURER AND TAX COLLECTOR**



Invites Resumes For

**Assistant Treasurer and Tax Collector, Unclassified
(Internal Controls)**

**Annual Salary: \$145,815 - \$226,772
(Range 14)**

Filing Period:

09/08/21 – 09/22/21
