



THE COUNTY OF STANISLAUS

COMMUNITY SERVICES AGENCY



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

ASSISTANT CHIEF FINANCIAL OFFICER (MANAGER IV)

\$95,180-\$142,771 Annually

***3.5% salary increase effective July 15, 2024**

This is a continuous recruitment.

We encourage you to apply immediately as this recruitment may close at any time.

THE IDEAL CANDIDATE

Through your collaborative leadership and technical expertise, you will advise your team on department fiscal, budget, and financial issues along with preparing executive reports, reviews, and performing special studies. Your understanding of operational needs and challenges combined with a results-oriented approach will allow the department to deliver effective results and continue to build upon its successful partnership with the Chief Executive Office. As the Assistant Chief Financial Officer, you will display professional ethics and integrity as you assume responsibility for the administration of the department's financial, audit, accounting, and cost plan systems.

Interested in learning more about the Community Services Agency?

Scan the QR code or visit www.csa-stanislaus.com



THE DIVISION

CSA's Finance & Operations (F&O) division plays a crucial role in delivering vital services to Stanislaus County residents. The division is responsible for various essential business functions, including budget and fiscal management, contract management, information technology, purchasing, and facility management. The F&O division has a team of approximately 130 full-time staff members, with 60 dedicated to ensuring transparent and efficient budget and fiscal management. Additionally, the budget and fiscal management unit is headed by a management team composed of the Assistant Chief Financial Officer (Manager IV) and three Finance Managers.

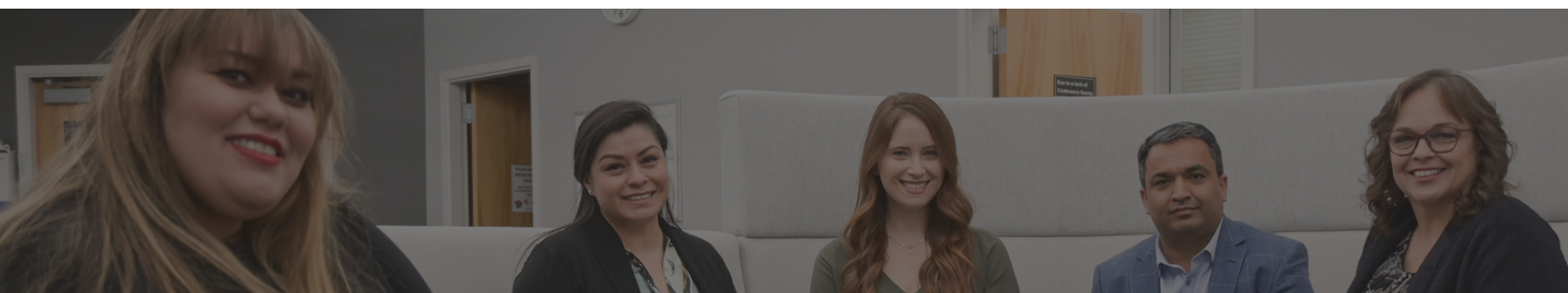
THE DEPARTMENT

The Community Services Agency (CSA) is dedicated to providing a broad range of social welfare programs that offer direct client services and support for the benefit of the community. Comprising of a team of over 1,100 employees and an annual budget of \$356 million, CSA works in partnership with County government agencies and several community-based organizations to create culturally responsive and accessible services. With over 301,000 residents receiving assistance through CSA, the agency is organized into five main divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; (3) Housing and Homeless Services Division; (4) Finance and Operations Division; and (5) Administration Division.



TYPICAL TASKS

- Serve as the back-up for the CSA Chief Finance & Operations Officer and represent the Agency in various high-level meetings and discussions
- Prepare the department annual budget and develop, administer and implement department financial policies and procedures
- Provide oversight of the Agency's general accounting functions, which include, but are not limited to the following: determining appropriate allocation bases, identifying accounting methodology alternatives, selection of accounting methods, ensuring the division is following basic concepts of conservatism and consistency, budget analysis and the preparation of regular projections
- Manage the maintenance and annual review/update of all the accounting policies and procedures
- Ensure compliance with mandated rules, regulations, policies and procedures related to the assigned functional area of responsibility including accounting, budget and grants as well as other Countywide policies and procedures, including the accounting guidelines published by the Auditor-Controller
- Oversee the Agency's annual audits and coordinate/serve as the primary contact during audits
- Serve in a consultative role to other department managers to gather, understand, interpret their program budget/operational requests to facilitate implementation of their goals and objectives
- Participate in various teams and/or committees, including, but not limited to the Agency's strategic planning team
- Provide support for the Executive Team members as well as program managers related to both program planning and budgetary scenarios
- Conduct analysis and research in a variety of areas which may include, but are not limited to, finance, budget, staffing, Social Service regulatory changes, legislative affairs as well as economic conditions and public policy associated with the assigned areas of responsibility
- Select, assign, direct, and evaluate the performance of finance managers and staff
- Assist in developing goals, objectives, policies and procedures for the Community Services Agency in assigned functional area of responsibility
- Familiar with Special Revenue Fund, modified accrual and cash accounting and Federal 2CFR200 guidelines and standards to ensure complete and accurate financial and statistical accounting of the department transactions for funding reimbursement
- Conduct presentations on assigned functional area's operations and activities to internal and external entities



MINIMUM QUALIFICATIONS

KNOWLEDGE

- Customer and Personal Service — Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administration and Management — Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Economics and Accounting — Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Administrative — Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Mathematics — Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Law and Government — Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Personnel and Human Resources — Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

SKILLS/ABILITIES

Active Listening and Learning
Critical Thinking
Reading Comprehension
Speaking
Social Perceptiveness

Management of Personnel Resources
Management of Financial Resources
Learning Strategies
Systems Analysis
Speed of Closure

Monitoring
Writing
Complex Problem Solving
Judgment and Decision Making
Time Management

EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with major coursework preferably in Accounting, Business Administration, Economics, Finance, Public Administration, or a closely related field;
AND ONE OF THE FOLLOWING:
- Minimum of four (4) years of progressively responsible management and supervisory experience in a large California public agency performing work in accounting, budget or finance; OR
- Possess at least five (5) years of progressively responsible accounting, budget, or finance experience; with a minimum of two (2) years at a managerial level in a large California public agency equivalent to a Manager III in Stanislaus County

Additional experience in a related area may be substituted for the required education on a year-for-year basis.

Proof of education (transcripts) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-1200 to make other arrangements. Failure to submit proof will result in disqualification.





**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$95,180-\$142,771 Annually

***3.5% salary increase effective 7/15/2024**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! Visit stanjobs.org for more information.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s). Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE: Continuous but may close at any time.

Oral Examinations are tentatively scheduled on a continuous basis.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.