



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

Accounting Manager I/II/III

Stanislaus County Behavioral Health and Recovery Services

\$68,889 - \$130,686 Annually

Apply by November 22, 2024



**STANISLAUS
 COUNTY HUMAN
 RELATIONS**

Take Your Place.

ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention; public guardian functions and advocacy. We offer these services throughout Stanislaus County at Behavioral Health and Recovery Services managed sites and we partner with community agencies, as well as other County departments.

THE POSITION

Under the supervision of the Behavioral Health and Recovery Services Fiscal Manager IV, the Accounting Manager will be responsible for the day-to-day operations of the Accounting Division. The Accounting Manager will have responsibility and oversight of accounting functions including, budgeting, financial analysis, accounts payable/receivable, revenue projections and grant accounting. The Accounting Manager will work closely with Accounting staff, providing direct supervision, guidance, and support. The ideal candidate will have strong technical accounting skills and knowledge, management skills, adaptability, and strong communication skills.

THE TYPICAL TASKS

- Plan, supervise, coordinate activities and evaluate performance of professional accounting staff;
- Manage day-to-day operations of the \$252 million department budget, including preparation of funding and expenditure data, position allocations and developing budget narratives;
- Prepare and oversee compilation of fiscal data for use by Agency management staff and auditors;
- Monitor and analyze department revenue and expenditures;
- Review and authorize payment to vendors, purchasing card payments, journal vouchers, appropriation transfers and requests for reimbursement;
- Assist in developing goals, objectives, policies and procedures;
- Research changes to funding and reporting for social services programs and accounting practices;
- Interpret and explain policies, procedures and operational directives for employees and members of the public;
- Train employees regarding policies, procedures and resources
- Consult with and provide support to program managers to facilitate budget and operational requests;
- Ensure compliance with appropriate rules, regulations, policies and procedures in assigned area of responsibility;
- Present information on assigned functional areas to internal and external customers; and
- Represent the Department in various organization wide work teams and statewide committee meetings.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

MANAGER I

- Possess at least two (2) years' experience supervising complex professional level accounting or fiscal work in a public agency; AND
- The equivalent of 24-semester units of college coursework in Business Administration, Accounting or a closely related field.

MANAGER II

- Possess at least one (1) year of experience as a Manager I; OR
- Minimum of four (4) years' experience supervising complex professional level accounting or fiscal work in a public agency; AND
- The equivalent of 24-semester units of college coursework in Business Administration, Accounting or a closely related field.

MANAGER III

- Possess at least two (2) years' experience as a Manager II; OR
- Minimum of four (4) years' experience supervising complex professional level accounting or fiscal work with a minimum of two (2) years in a management level position in a public agency; AND
- Graduation from an accredited four (4) year college or university with a degree in Accounting, Finance or Business Administration.

Proof of education (degree or transcripts) are required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-7339 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

KNOWLEDGE/SKILLS/ABILITIES

- Governmental Accounting & Generally Acceptable Accounting Procedures (GAAP)
- Budgeting, Forecasting and Financial Management
- Personnel Management
- Compliance & Financial Audits
- Public Policy & Regulations
- Public Behavioral Health Funding
- Critical Thinking
- Complex Problem Solving
- Judgment & Decision Making
- Professional Communication
- Attentiveness
- System and Procedures Analysis
- Legislation, Policies, and Standards
- Public Procurement and Contracting
- State of California Realignment Funding

Interested in learning more about the Behavioral Health and Recovery Services department?

Scan the QR code or visit

<https://www.stancounty.com/bhrs/>





**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:

\$68,889-\$130,686 Annually

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
- Accrual of two (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 or 21 additional days of leave time! Visit stanjobs.org for details.

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.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY NOVEMBER 22, 2024

Oral Examinations are tentatively scheduled for the week of December 2, 2024

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.