



# Alameda County Auditor-Controller/ Clerk-Recorder Agency Career Opportunities

## Join Our Team and Make a Difference!

Are you looking for a challenging career in the public sector, where you can apply your knowledge while serving your community? If so, the Auditor-Controller Agency may be the perfect opportunity to work in a collaborative environment, connecting with community members and gaining skills to further your professional career. We offer a variety of job assignments ranging from managing Countywide payments to payroll processes and even issuing official public records.

The **Auditor-Controller Agency** is a general government agency providing direct services to County residents as well as administrative and operational support to County departments. The Agency develops and maintains the County's accounting, payroll, audit, tax analysis, budget and grants, contract compliance, and cost plan systems and procedures. The Central Collections Department collects receivables mandated by State and federal laws and regulations. The Office of the Clerk-Recorder provides for the recording of all recordable documents and maps, collection and distribution of fees and taxes from recording documents, and maintenance of the vital statistics register.

Visit <https://www.acgov.org/auditor> for more info!

## Employment Benefits\*

- ◆ Competitive Salaries
- ◆ Excellent Health and Dental Insurance Plans
- ◆ Flexible Work Schedule
- ◆ Child Care Resources
- ◆ Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)

\*Not all benefits are applicable to temporary employment (i.e. TAP, Interns)

## Exciting Career Opportunities

### Auditor (Full-Time Permanent)

**DEADLINE TO APPLY 10/21/2022 @ 5PM**

**Annual Salary: \$ 75,367.50 - \$ 91,572.00**

Possess a Bachelor's Degree (preferably in Accounting, Finance, Business Admin or related field) **OR** 4 years recent full-time professional experience in a related field.

To apply, visit <https://jobapscloud.com/alameda/>



### Senior Auditor (Full-Time Permanent)

**DEADLINE TO APPLY 10/21/2022 @ 5PM**

**Annual Salary: \$ 88,237.50 - \$ 107,250.00**

Possess a Bachelor's Degree (preferably in Accounting, Finance, Business Admin or related field) **AND** 1 year full-time professional experience in a related field **OR** 5 years of recent full-time professional experience in a related finance field.

To apply, visit <https://jobapscloud.com/alameda/>



### Auditor Internship Program

(Temporary Full- & Part-Time)

**Hourly Rate: \$20.00/Hour**

Must be currently enrolled as a High School or College student **OR** be a recent graduate (<1 Year).

To apply for part-time or full-time positions, please email [hr.auditor@acgov.org](mailto:hr.auditor@acgov.org).



- ◆ Stress Free Commute – Easily accessible from BART and AC Transit. County Shuttles are also available.
- ◆ Time Off and Leaves – 11 paid holidays, accrued vacation and sick leave.
- ◆ Helping the Community – Our Agency actively participates in Alameda County's Combined Charities drive, Stone Soup competition (food drive), Adopt-A-Family holiday event, and much more!
- ◆ Learn more by visiting: <https://www.acgov.org/>

Register online for future Countywide job announcements at <https://jobapscloud.com/alameda/> or contact [hr.auditor@acgov.org](mailto:hr.auditor@acgov.org) for more information.