



**FOR USE BY THE BOARD OF SUPERVISORS  
PROPOSED INTERVIEW QUESTIONS**

**AUDITOR-CONTROLLER INTERVIEWS  
NOVEMBER 2, 2021**

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**PROPOSED INTERVIEW QUESTIONS:**

The County Administrator recommends the use of the following questions with 35 minutes allocated for questions. Follow-up, clarifying questions and/or additional questions may also be asked by the Board of Supervisors.

1. Candidate introductory remarks, not to exceed 3 minutes.
2. What is your experience and familiarity with the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP)?
3. Pursuant to Government Code Section 26881, the Auditor-Controller, is the chief accounting officer of the County. Upon order of the Board of Supervisors, the Auditor-Controller shall prescribe, and shall exercise a general supervision, including the ability to review departmental and countywide internal controls, over the accounting forms and the method of keeping the accounts of all offices, departments, and institutions under the control of the Board of Supervisors and of all districts whose funds are kept in the County treasury. What is your experience with administering and managing internal controls?
4. The Auditor-Controller's office is responsible for complex budgeting and accounting for not only for the County but Special Districts as well. Tell us about your experience and/or knowledge of the various Special Districts budgets and describe how you would handle a budgeting issue with a Special District.
5. The Auditor-Controller is responsible for calculating and processing the bi-weekly payroll for all County employees. What experience do you have with interpreting wage and hour laws in general and those specific to local government? What is your experience with processing payroll?
6. What is your experience with working with elected officials, County Administrator, City Managers, County Department Heads, and Boards of Special Districts? What have you done or what will you do to establish credibility and facilitate communications with them?
7. Candidate concluding remarks, not to exceed 3 minutes.