

**CALIFORNIA BOARD OF ACCOUNTANCY**

2000 EVERGREEN STREET, SUITE 250  
SACRAMENTO, CA 95815-3832  
TELEPHONE: (916) 263-3680  
FAX: (916) 263-3675  
WEB ADDRESS: <http://www.dca.ca.gov/cba>

**EMPLOYMENT OPPORTUNITY****EXECUTIVE OFFICER,  
CALIFORNIA BOARD OF ACCOUNTANCY**

Monthly Salary: \$8,785 - \$9,502

Do you have what it takes to effectively lead a staff of 85 employees in providing consumer protection in a premier State of California regulatory agency?

The **mission** of the California Board of Accountancy is to protect the public welfare, particularly consumers, by ensuring that only qualified persons and firms are licensed to practice public accountancy and that appropriate standards of competency and practice, including ethics, objectivity and independence are established and enforced.

The **vision** of the California Board of Accountancy is to be the premier agency that provides exemplary consumer protection, fosters high ethical standards, promotes continuous quality in the practice of public accountancy, and operates with maximum efficiency.

To continue meeting the mission and the vision of the California Board of Accountancy, this agency is seeking an Executive Officer with a Baccalaureate degree or higher, who has a commitment to consumer protection coupled with strong management and communications skills. The successful candidate should have: the ability to sustain a positive workplace environment, experience working with regulatory boards and governmental agencies, successful track record in moving programs/initiatives/policy forward, and the ability to comprehend and respond to high level, complex issues through thinking strategically.

Some of the primary duties and responsibilities of the Executive Officer include:

Under the general direction and policy guidance of the 15-member Board, the Executive Officer is responsible for the administration and management of Board programs and resources. Responsible for interpreting and executing the intent of all Board policies, and governs the management of the Board's programs to meet the Board's mission of regulating in the public interest. Responsible for enforcing sound licensing standards, interpreting and executing the Accountancy Act and all regulations governing the practice of accounting, including prosecuting violations of the Accountancy Act through an effective Enforcement Program. Maintains responsibility for enforcing the completion of required continuing education, overseeing the disciplinary process and educating the consumer public about the accountancy profession. Functions as principal operations officer and administrative agent for the Board, and directly supervises a Chief Investigative CPA, who manages the Board's Enforcement Program, and a Staff Services Manager III (Assistant Executive Officer), who is responsible for all Licensing Division and Administrative Division operations.

**Employment Opportunity  
Executive Officer  
California Board of Accountancy**

Oversees the direction of the Board's legislation and regulation activities, which includes recommending modification of proposed legislation for consistency with the Board's programs and policies, identifying the need for new legislation, and representing the Board and testifying before the Legislature. Responsible for overseeing the development and implementation of regulations adopted by the Board in compliance with the Administrative Procedure Act and legislatively-mandated standards.

Maintains overall responsibility for the activities of the Board's Enforcement Program entailing in the receipt, evaluation, investigation, and action upon more than 800 complaints annually, including all major cases. Delegates, but is responsible for the formulation, approval, and administration of agreements with outside consultants and legal counsel. Coordinates or oversees coordination with the Office of the Attorney General, Department of Consumer Affairs Legal Office and Division of Investigation, as well as various federal and state regulatory authorities on cases or enforcement matters of interest to the Board.

The California Board of Accountancy is a small, team-oriented group of staff, which has as its main focus the licensing and regulation of Certified Public Accountants. The agency is a "special funded" organization, where every employee has the opportunity to make a difference.

**How to Apply**

Resumes will be accepted from individuals in the public and private sectors who possess the qualifications, knowledge and abilities to perform the Executive Officer duties. Resumes will be screened on the basis of knowledge, experience and desirable qualifications, and the most qualified candidates will be selected for an interview with Board members.

Interested candidates should submit a resume postmarked by **June 19, 2008** to Terri Dobson, California Board of Accountancy, 2000 Evergreen Street, Suite 250, Sacramento, CA 95815. Contact Terri Dobson at [tdobson@cba.ca.gov](mailto:tdobson@cba.ca.gov) should you have any questions.

The California Board of Accountancy is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.