

ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A FULL TIME ASSISTANT AUDITOR IN THE ERATH COUNTY AUDITOR'S OFFICE.

APPLICANT MUST COMPLETE A COMPETENCY TEST IN PERSON.

JOB SUMMARY: Statutory auditing of departments and approval of purchase order charges against the County under the general supervision of the County Auditor.

ESSENTIAL JOB FUNCTIONS:

- ◆ Issuance of purchase orders.
- ◆ Maintain inventory and fixed asset records.
- ◆ Verify accuracy of invoices.
- ◆ Assist in statutory auditing of departments.
- ◆ Assist in reconciling accounts.
- ◆ Assist in budget preparation.
- ◆ Assist in circulation of monthly financial statements.
- ◆ Assist in technology problem solving which includes but is not limited to concerns with the phone, internet, networking, software and AS 400.
- ◆ Change backup tape daily for the County software program.
- ◆ Scanning data

Other requirements include duties as assigned within the scope of responsibility and skill required of the job.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent.
- ◆ Bachelor's degree in accounting or three years accounting related job experience.
- ◆ Experience in the use of Microsoft Word and Excel software.

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Basic computer and typing skills.
- ◆ Ability to efficiently operate office equipment.
- ◆ Proficient in both oral and written communications.
- ◆ Ability to confer with elected officials on budgetary matters and to have familiarity with the operation of each office.
- ◆ Ability to confer with vendors to keep accounts current.
- ◆ Proficient in accounting theory, adequate to write journal entries and identify account types.
- ◆ Pleasant demeanor and interpersonal relationship skills are imperative.
- ◆ Ability to associate with all County departments in a professional manner.

WORKING CONDITIONS: Most work is performed indoors. Occasional travel is necessary for required schools, performance of auditing duties within the County and other job related duties. This position has continual exposure to the computer monitor.

PHYSICAL REQUIREMENTS: Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs occasionally. Assistant auditor must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Beginning salary is \$27,939.00. Benefits include health and dental insurance for the employee. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

A physical and drug screen are required.

Applications will be accepted until position filled.