

**CASS COUNTY, TEXAS  
POSITION VACANCY**

<b>Job Title:</b> Cass County Assistant Auditor		<b>Job Announcement Number:</b> AUD 24-0001	
<b>Department:</b>  Auditor's Office	<b>Salary:</b>  DOE	<b>Position Type:</b> Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> FLSA Non-Exempt			
<b>POSITION DESCRIPTION</b>			
<p><b>Job Summary:</b> This position is responsible for assisting the County Auditor in directing auditing and accounting procedures, establishing internal controls, and auditing financial accounts for the county to ensure strict enforcement of the laws governing Cass County finances and the integrity and accuracy of county assets.</p>			
<b>POSITION SPECIFICATIONS</b>			
<p><b>Essential Job Functions:</b></p> <ul style="list-style-type: none"> <li>• Review audit procedures and programs of County departments and courts</li> <li>• Compare and analyze data such as budget vs. actual, revenue trends, etc.</li> <li>• Verify compliance with statutes and policies</li> <li>• Perform accounting functions such as compilations, account analysis, reconciliations, journal entries, production of financial schedules, and review bank reconciliations</li> <li>• Assist the County Auditor in financial analysis and budget reporting</li> <li>• Analyzes budgets, expenditures, and revenues to ensure proper posting of transactions.</li> <li>• Performs reviews of invoices, purchase requests, and other charges to departments for availability of funds and verifies costs in accordance with contractual and program regulations</li> <li>• Prepares and monitors records pertaining to fixed assets to ensure compliance with the Fixed Assets Policy and Government Accounting Standards Board (GASB) reporting requirements</li> <li>• Conducts cash drawer audits, fixed asset audits</li> <li>• Prepares bid proposals and contracts</li> <li>• Assist independent, state, and federal agency auditors in annual financial audit or grant audits</li> <li>• Provides fiscal information and assistance to departments as needed</li> <li>• Serves as back-up to Accounts Payable</li> <li>• Perform other duties as assigned by County Auditor</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in accounting, finance, business administration, public administration, or a closely related area, Preferred</li> <li>• Sufficient experience to understand the basic principles relevant to essential duties of the position; usually associated with the completion of internship or having had a similar position for one to two years</li> <li>• Experience in government billing, budget development, and accounting, Preferred</li> <li>• Familiarity with the purposes, principles, practices, and terminology employed in auditing</li> <li>• Knowledge of the laws regarding county finances</li> <li>• Exceptional written and oral communication skills</li> <li>• Skill in preparing clear and precise financial and statistical reports</li> <li>• Ability to perform complex mathematical calculations and use Microsoft Office</li> <li>• Highly organized and an excellent multitasker</li> <li>• Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail</li> <li>• Must be mature, dependable, resourceful and able to work independently</li> <li>• Must be able to work with peers, employees, and management in a professional manner</li> <li>• Must be able to work accurately and efficiently under pressure in a high-volume office</li> </ul> <p><b>Physical Demands/Work Environment</b></p> <ul style="list-style-type: none"> <li>• This position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, elected officials, and the general public.</li> <li>• Regular attendance is required</li> <li>• Work outside of normal office hours (Monday-Friday 8am to 5pm) may be required to meet deadlines.</li> <li>• May occasionally be required to lift, carry, push, pull, or move objects weighing up to 20 lbs.</li> </ul> <p><b>Licensure, Registry or Certification:</b></p> <ul style="list-style-type: none"> <li>• Must have a valid Driver's License and reliable transportation</li> <li>• Bondable</li> </ul>			

	<b>HOW TO MAKE APPLICATION</b>
<b>An official Cass County application form must be received at the Cass County Treasurer's Office, 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or emailed to <a href="mailto:mshores@casscountytexas.org">mshores@casscountytexas.org</a></b>	<b>For An Application Form Contact:</b> <b>Cass County Treasurer</b> <b>PO Box 152- Linden, TX 75563</b> <b>2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center or</b> <b>Go to <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices; Treasurer to print out an application from the County website.</b>
<b>POSITION OPEN UNTIL FILLED</b>	<b>EQUAL OPPORTUNITY EMPLOYER</b>
<b>Resumes without an application form will not be accepted</b>	<b>Auxiliary aids and services are available upon request to individuals with disabilities.</b>