



JOB OPPORTUNITY ANNOUNCEMENT

Date:	Thursday, February 5, 2026
Position:	First Assistant County Auditor
Duties:	<ul style="list-style-type: none">• Prepares journal entries, work papers, and supporting documentation for monthly and annual financial reports• Performs accounting functions such as compilations, account analyses, and reconciliations• Analyzes budgets, expenditures, and revenues to ensure proper posting of transactions• Performs reviews of invoices, purchase requests, employee salary budgets, and other charges to departments for availability of funds and verifies costs in accordance with contractual and program regulations• Compiles and prepares various reports as requested internally and externally for various local, state, and federal agencies as well as other public requests• Prepares and monitors records pertaining to fixed assets to ensure compliance with the Fixed Assets Policy and Government Accounting Standards Board (GASB) reporting requirements• Prepares financial reports and ensures financial compliance for all grant monies received by the County• Assists independent, state, and federal agency auditors in annual financial audit or grant audits• Maintain chart of accounts for the County's Financial system• Assists in the preparation of the county budget• Provides fiscal information and assistance to departments as needed• Determines compliance with policies and procedures• Performs other duties as assigned by County Auditor
Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Knowledge of generally accepted accounting principles and government accounting standards and standard bookkeeping practices• Ability to conduct simple to intermediate mathematical calculations• Effective written and oral communication skills for presenting findings to stakeholders• Skill in preparing clear and precise financial and statistical reports• Proficiency in financial software applications for data analysis and reporting, including Microsoft 365• Self-motivated, proactive team player that is a quick learner and desires to improve processes• Ability to change direction quickly and manage completing priorities and requirements• Ability to establish positive working relationships
Requirements:	<ul style="list-style-type: none">• Bachelor's degree in accounting or related field plus three years of experience in accounting and auditing;• Or associate's degree in accounting or a related field plus five years of experience in accounting or auditing;• Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.• Experience in governmental accounting preferred• Valid Texas Driver's License
Salary:	\$24.36 to \$32.08 per hour, depending upon experience
Contact:	Rebecca Smiley, County Auditor
Deadline:	until filled
	Equal Opportunity Employer