



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 reportsPerforms accounting functions such as compilations, account analyses, and reconciliationsAnalyzes budgets, expenditures, and revenues to ensure proper posting of transactionsPerforms 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 regulationsCompiles and prepares various reports as requested internally and externally for various local, state, and federal agencies as well as other public requestsPrepares and monitors records pertaining to fixed assets to ensure compliance with the Fixed Assets Policy and Government Accounting Standards Board (GASB) reporting requirementsPrepares financial reports and ensures financial compliance for all grant monies received by the CountyAssists independent, state, and federal agency auditors in annual financial audit or grant auditsMaintain chart of accounts for the County's Financial systemAssists in the preparation of the county budgetProvides fiscal information and assistance to departments as neededDetermines compliance with policies and proceduresPerforms 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 practicesAbility to conduct simple to intermediate mathematical calculationsEffective written and oral communication skills for presenting findings to stakeholdersSkill in preparing clear and precise financial and statistical reportsProficiency in financial software applications for data analysis and reporting, including Microsoft 365Self-motivated, proactive team player that is a quick learner and desires to improve processesAbility to change direction quickly and manage completing priorities and requirementsAbility 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 preferredValid 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