

Van Zandt County Auditor

The County Auditor is a Public Official appointed by the District Judge of the 294th Judicial District to serve a two-year term, independent of all County offices. The County Auditor serves as a check on the financial operations of other county offices, fulfills financial accounting and budget responsibilities, and ensures strict compliance with applicable laws and stewardship of taxpayer dollars.

Essential Responsibilities:

- Maintain accounting records and oversee the general ledger.
- Examine and approve all claims, bills, and accounts of the county before payment.
- Prepare and submit mandatory compliance reports to applicable regional, state, and federal agencies.
- Work closely with the County Judge's office and Commissioners' Court to assist with the development and execution of the County's annual budget.
- Ensure county spending is in strict compliance with the adopted budget.
- Audit books, accounts, and reports to enforce county finance laws.
- Interview, hire, train, supervise and evaluate employees in the Auditor's Office.
- Advise the Commissioners' Court on financial matters.

Qualifications:

- Bachelor's degree in Business Administration with a major in Accounting or Finance preferred, or equivalent experience demonstrating exemplary financial literacy and managerial skills.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is beneficial and preferred but not required.
- Minimum of ten years of experience in auditing and accounting.
- Experience in Governmental Accounting (Fund Accounting), Auditing, Pooled Cash, and Budgeting.
- Proficient in Microsoft Office Suite and Governmental Accounting Software.
- Excellent written and verbal communication skills.
- Knowledge of principles, practices, and terminology in accounting, auditing, and financial management.
- Thoroughly competent in public business details.
- Ability to perform analysis and provide information to various audiences.

- Ability to supervise staff members efficiently and work independently.
- Must be a self-motivated problem solver and maintain strict confidentiality.
- Must be capable of executing a bond within 20 days of appointment and take the official oath.
- Must complete a minimum of 40 classroom hours of continuing education in courses related to the duties of the County Auditor during each term.

Compensation & Benefits:

- Annual salary commensurate with experience and certifications.
- Salary Range \$80,000 - \$93,000, generous benefits package including 175% County retirement match on mandatory 7% withholding with annual compound interest and participation in the Texas District and County Retirement System.

Equal Opportunity Employer:

Van Zandt County is an equal opportunity employer. This position will be posted for at least 30 days and can be filled at any time thereafter at the Judges' discretion. The anticipated start date is January 20, 2025.

Job Type: Full-time

For consideration, applicants must email a cover letter and resume and/or curriculum vitae to Mrs. Jessica Deville, Director of Human Resources at JDeville@vanzandtcounty.org