



**HARDIN COUNTY
HUMAN RESOURCES DEPARTMENT
MELINDA HERRINGTON, DIRECTOR**

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Assistant Auditor

JOB DESCRIPTION: Assists Auditors with assigned duties, including but not limited to filing, scanning documents, internal auditing, accounting, and budgeting for the County. Ensures receipts and expenditures for County funds are properly accounted for, and that work papers for internal and external auditor's use are prepared.

QUALIFICATIONS: High school diploma or equivalent. Must have accounting experience.

SALARY: \$18.44/hour

BENEFITS: Fringe benefit package

**SUBMIT ONE OF OUR
COMPLETED APPLICATIONS TO:** **Email: HR@co.hardin.tx.us**
Fax: (409) 246-5139
Hand Deliver: HR Department, Room B 107
Or mail to: Hardin County – HR Department
P O Box 817
Kountze, TX 77625

Applicants may be contacted for an interview. All information is confidential.
Applications will be taken until filled.

AN EQUAL OPPORTUNITY EMPLOYER

Personnel Office: Room B 107 *First Floor, Hardin County Courthouse* P O Box 817 * Kountze, TX 77625*
Phone 409 246-5164 - Fax 409 246-5139