**JOB OPENING**

**TRINITY COUNTY AUDITOR**

**Reports To**: 258th and 411th District Judges

**Beginning Date:** December 1, 2025

**Location:** Trinity County Courthouse 162 W. 1st Street, Groveton, TX 75845

**FLSA Status:** Full-time, Exempt

**Salary:** Beginning salary commensurate with experience and includes benefits package Maximum Salary $59,875.00 (Budget Year 2026)

The 258th and 411th Judicial District Judges are seeking candidates for Trinity County Auditor. The County Auditor is charged with ensuring strict compliance with applicable laws and good stewardship of tax payor dollars. Applicant must be a competent accountant with at least two (2) years experience in auditing and accounting; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Certified Public Accountant license is beneficial but not required. The successful candidate will be appointed for a two-year term.

Application and job description can be located on the Trinity County Website at: <https://www.co.trinity.tx.us/page/trinityJobs.Openings>. Email applications and resumes to Hon. Travis Kitchens, Judge, 258th Judicial District at 258court@co.polk.tx.us and Hon. John E. Wells III, Judge, 411th Judicial District at 411court@co.polk.tx.us. Applications will be accepted until position is filled.

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**TRINITY COUNTY AUDITOR**

**JOB DESCRIPTION:**

The County Auditor is responsible for:

* Maintaining the account records and oversees the general ledger;
* Examining and approving all claims, bills and accounts of the county before payment;
* Financial reporting to the Commissioners’ Court on a regular basis;
* Assisting in the preparation of the annual budget;
* Administering the requisition and purchase order systems;
* Ensuing county spending is in strict compliance with adopted budget;
* Auditing books, accounts and reports ensuring strict enforcement of county finance laws;
* The oversight of all official’s books and records related to county finances;
* Grant accounting and reporting for Trinity County; and
* Supervision of Grant Writer/Administrator and Information Technology Administrator
* All other duties and responsibilities of the County Auditor as required by local, state, and federal law

**QUALIFICATIONS:**

* BBA in Accounting or any equivalent combination of education and experience
* CPA is beneficial, but not required
* Minimum of two years’ experience in auditing and accounting
* Competent in public business details
* A person of unquestionably good moral character and intelligence

**SKILLS:**

* Ability to perform analysis and provide information to a variety of audiences
* Ability to supervise staff members efficiently
* Ability to work independently
* Experience in Governmental Accounting (Fund Accounting), Auditing, Pooled Cash, and Budgeting
* Excellent writing and verbal communication skills
* Knowledge of principles, practices, and terminology in accounting, auditing, and financial management
* Knowledge of advanced professional techniques used in the accounting field
* Knowledge of generally accepted governmental accounting and auditing principles
* Must be a self-motivated problem solver and maintain strict confidentiality.