

CALLAHAN COUNTY

Title: Assistant Auditor – Accountant/Internal Auditor

Department: County Auditor

Reports to: County Auditor

JOB SUMMARY

This position performs advanced accounting and audit assignments that require a high degree of analytical skill. Relies on experience and judgment to plan and accomplish goals.

ESSENTIAL JOB FUNCTIONS

- Performs monthly audits of financial reports of county offices to ensure all money received is recorded correctly and timely.
- Assesses and recommends improvements for internal controls of county offices and establishes related policies and procedures.
- Monitors for changing state and federal laws and attorney general opinions to ascertain that all fee offices are charging the proper fees, reporting, recording, and submitting to the appropriate party.
- Prepares financial reports and ensures financial compliance for all grant monies received by the County.
- Reviews accounts payable payments for appropriateness, proper coding, and accuracy
- Assist in implementation of purchase order system
- Assists independent, state, and federal agency auditors in annual financial audit or grant audits.
- Prepares journal entries, work papers, and supporting documentation for monthly and annual financial reports.
- Performs accounting functions such as compilations, account analyses, and reconciliations.
- Assists with budget preparation and publication.
- Perform fixed asset inventories of furniture, fixtures, and equipment.
- Provides fiscal information and assistance to departments as needed.
- Reviews payroll for accuracy and compliance with policies and procedures.
- Determines compliance with policies and procedures.
- Occasionally serves as the Auditor's Office representative in meetings, including Commissioners' Court
- Effectively communicates with elected and appointed officials, department heads, third party organizations, external auditors and the general public.
- Performs other duties as assigned by County Auditor.

QUALIFICATIONS

- Bachelor's degree in accounting or related field and a minimum of one year of experience; or an equivalent combination of education and related experience.
- Exceptional written and oral communication skills.
- Skill in preparing clear and precise financial and statistical reports.
- Must be proficient in working with Microsoft Office 365 programs, with an emphasis on Excel.
- Experience in government billing, budget development, and accounting is preferred.
- Knowledge of the laws regarding county finances is preferred.
- Very organized and an excellent multitasker.
- Ability to establish positive working relationships

SOFT SKILLS

- **Judgment/Decision Making**

Demonstrates consistent logic, rationality, and objectivity in decision-making.

Ability to represent the Auditor's office in the Auditor's absence and use judgement regarding situations that arise

- **Initiative**

Seeks out and seizes opportunities, goes beyond the "call of duty," finds ways to surmount barriers. Resourceful, action-oriented "doer," achieving results despite lack of resources. Problem solver who is accountable for

proposed solutions.

- **Organization/Planning**

Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Effectively juggles multiple projects. Pays appropriate attention to detail.

- **Collaboration/Teamwork**

Cooperates with staff at all levels of the organization. Willingly reaches out to staff and customers to proactively share information, knowledge, expertise, and time to achieve common goals. Establishes cohesive, effective relationships with peers. Enthusiastically supports the common goals and mission of the organization. Can serve as a reference point for other departments who need financial information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to remain in a stationary position at least 50% of the time.
- Occasionally moves boxes weighing up to 25 pounds.
- The work is typically performed in an office.
- Must pass a pre-employment drug screening
- Must pass CJIS level ____ background clearance

EMPLOYEE BENEFITS

Health and life insurance paid by county; dental, vision, and supplementary insurance available for payment by employee. Texas District and County Retirement System Plan.

Application Information:

Please email a resume to Sandra Rose at Sandra.rose@callahancounty.org or deliver to the Callahan County Auditor's Office on the second floor of the County's Temporary Office Building at 1257 FM 2047 in Baird.

ADA/EOE