

**JOB DESCRIPTION: ASSISTANT COUNTY AUDITOR - INTERNAL AUDITOR
(FULL-TIME)**

CLASS NO:

EEOC CATEGORY: Office and Clerical

PAY GROUP:

FLSA: Non-Exempt

SUMMARY OF POSITION:

Performs internal audits and cash counts for all County departments as time permits. Prepares audit reports of findings and conclusions of internal audits performed to submit to Commissioners Court and District Judges. Reviews monthly reports from County departments for discrepancies and for the internal audit processing which includes EXPO monthly report preparation. Assists in the reconciliation of accounts payable line items over several funds located in the General Ledger, monthly. Fixed Assets including disposals, records retention duties of entry and kept logs including EXCEL Spreadsheets entry and creation.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Auditor. May receive direction from the First and or Second Assistant County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with outside vendors, insurance carriers, outside auditors, County officials, Department Heads, and other County employees.

EXAMPLES OF WORK:

***Essential Duties:**

Performs internal auditing and or cash counts of County departments which include the preparation of the audit reports of findings and/or recommendations that are submitted to the Department Head, Commissioner's Court and District Judges;

Reviews departmental monthly reports as associated with the internal audit process as well as preparation of the EXPO monthly reconciliation & report submitted to Commissioner's Court;

Assists in reconciliation of accounts payable line items over several funds for errors to ledger entries;

Performs duties as the records retention liaison for the Auditor's Office and disposes of records accordingly;

Performs duties related to recording and logging the fixed assets and disposal obtained by the county for outside audit review and record;

Assists other departmental employees as necessary and performs other such related duties as may be assigned by the County Auditor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Governmental budgetary accounting; generally accepted accounting principles, procedures, and methods; computerized accounting systems and equipment; Auditing and Audit Reports.

Skill/Ability to: Understand and follow complex oral or written instructions and technical terminology with minimum supervision; operate computer and standard software applications;

Work accurately with numerical detail; perform accounting procedures in an orderly manner; operate a 10-key by touch calculator; ability to operate typewriter, computer, and computer spreadsheet software including EXCEL; analyze, present, and interpret accounting data clearly; use independent judgment and initiative; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with co-workers, Department Heads, Elected Officials, and other agencies, as required.

ACCEPTABLE EXPERIENCE AND TRAINING:

Associate's Degree in Accounting or Business Administration (preferred), plus at least four years if not more of accounting or related work experience;

Or, experience in Auditing or Governmental Accounting preferred or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to fulfill this position.

WORKING CONDITIONS:

***Environmental Conditions**

A professional office environment; work closely with others and travel from department to department or other office locations in close proximity, as necessary.

***Physical Conditions**

May require standing or sitting for prolonged periods of time; stooping or bending during assigned activities; lifting and/or carrying light to moderate materials or boxes.

CERTIFICATES AND LICENSES REQUIRED:

None

*For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

BEE COUNTY

Revised: 05/18/20