

ASSISTANT COUNTY AUDITOR/ACCOUNTING CLERK (AUDITOR)

CLASS NO. 1109

EEOC CATEGORY: Administrative Support

PAY GROUP: 12

FLSA: Non-Exempt

SUMMARY OF POSITION

Assists County Auditor with various clerical duties related to county purchasing process; maintains inventory of supplies; and assists Accounting with the processing of accounts payable invoices and purchase orders.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Auditor and First Assistant County Auditor.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with department employees, employees in other County departments, vendors, and the general public

EXAMPLES OF WORK¹

Essential Duties

Answers telephone, provide information, and researches request seeking solutions through other departments, counties, contractors, bidders of supply stores, etc.; as appropriate;

Collects and organizes information for implementation of the bid process, including setting up bid files and posting and maintaining incoming bids;

Assists in preparing bid specifications;

Inputs data for bid tabulation into computer and generates summaries to assist with bid selection;

Maintains inventory of office supplies;

Drafts correspondence, memos, monthly billings, and quarterly reports;

Orders office supplies and verifies prices on invoices for accuracy;

Maintains files for auditors of correspondence, , commissioners court agendas, bids, and various bills and reports;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Sorts and stamps outgoing mail, records departmental postage daily, and complies monthly and quarterly reports;

Copies various documents for county departments as necessary;

Prepares reports, types various documents, and perform secretarial functions as needed;

Prepares quarterly reports for Beach maintenance;

Reviews cash receipt report from Treasurer's office;

Prepares monthly, quarterly, and annual invoices in accordance with the budget;

Audits, codes, and approves payable invoices when necessary;

Inputs purchase orders and invoices when necessary;

Responsible for updating the Auditor's portion of the website;

Assists in the preparation and distribution of financial reports including the CAFR; and

Procures and maintains county contracts, rental and lease agreements, lease purchase agreements, and maintenance contracts.

Prepares various bank reconciliations monthly.

Other Important Duties

Will be cross-trained in the duties of the Accounting Position.

Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs;
and

Constant sitting and/or use of computer and office equipment.

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: purchasing rules, regulations, and guidelines, especially as they relate to counties; and standard office practices and procedures.

Skill/Ability to: understand and follow instruments; prepare financial and other records in a systematic, neat, and legible manner; operate, or demonstrate ability to learn to operate a computer using stand word processing, data inquiry, or spreadsheet software packages; establish and maintain effective working relationships with other county employees, officials, and the general public; and handle multiple tasks simultaneously.

ACCEPTABLE EXPERIENCE AND TRAINING

High School graduation, or its equivalent;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.