

Colorado County Assistant County Auditor – Accounts Payable

Summary of Position

Colorado County is seeking to hire an Assistant County Auditor – Accounts Payable for the Colorado County Auditor's Office. This office has responsibility for the financial and audit functions of the County.

Essential Duties and Responsibilities

- Perform accounting duties including, but not limited to:
 - Accounts payable processing
 - Vendor management
 - Quarterly/Annual reporting
- Perform internal audits, including operational audits, for various departments and functions.
- Other duties as assigned.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, material, equipment and/or items weighing up to 10 pounds. Work is primarily conducted indoors. Must be available for work beyond the standard work day or work week, as necessary.

Required Knowledge, Skills, and Abilities

- Knowledge and understanding of computer applications and systems.
- Strong understanding of internal controls, including policy and procedure development.
- Proficiency in the use of Microsoft Office Suite.
- Strong written and verbal communication skills
- Self-motivated, proactive team player that is a quick learner and desires to improve processes.
- Ability to change direction quickly and manage competing priorities and requirements.
- Ability to establish positive working relationships.

Qualifications

- Detail oriented with a strong customer service presence
- Minimum of 3 years of experience in an accounting environment performing similar type work (preferred)
- 2 years of experience in governmental entity (preferred)
- Must be bondable.
- Valid Texas Drivers License and valid Texas Automobile Insurance. (Employee will use their personal vehicle for local travel)

Application forms can be obtained online at <http://www.co.colorado.tx.us> or contacting the Colorado County Auditor's Office at 979-732-2791. Submit applications with a college transcript to County Auditor, Michelle Lowrance, michelle.lowrance@co.colorado.tx.us.