

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097

Payroll/Retirement Department
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**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**INTERNAL AUDITOR
ECTOR COUNTY AUDITOR'S OFFICE**

The Ector County Auditor's Office is seeking applicants for the position of Internal Auditor. The Internal Auditor will be under the direct supervision of the Ector County Auditor.

JOB SUMMARY: This position performs advanced accounting and audit assignments that require a high degree of analytical skill.

PRIMARY DUTIES: The Internal Auditor will research Federal, State and County laws and policies concerning county fiscal operations, prepare and examines documents and reviews procedures associated with the recording and reporting of accounting transactions for all county offices. Will review and or/inspects receipts, docket books, journals and other related documents associated with selected transactions to evaluate adequacy and effectiveness of accounting management, custodial control activities and adherence with laws, regulations and established policies of all county offices.

MINIMUM QUALIFICATIONS: Applicant should have previous internal audit experience (preferably in a government environment) and compliance experience. Bachelor's degree in Accounting or an equivalent combination of education and related experience. Exceptional oral and written communication skills. Must be proficient in working with MS office. Must be very organized and an excellent multitasker. Must be able to handle stressful situation and meet deadlines, work well with others, and requires the ability to sit for extended periods of time.

SALARY: Up To \$30.78 p/h with excellent benefits; work days & hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.