



## County Auditor Job Posting

Job Title: County Auditor

Location: Navarro County, Texas

Office: Navarro County Courthouse, Corsicana, TX

Department: County Auditor's Office

Employment Type: Full-Time

FSLA: Exempt

Salary Range: 90,000 – 110,000

Submission Deadline: Open until filled

### About the Role

The County Auditor serves as the chief financial officer of Navarro County, responsible for overseeing the county's financial operations, ensuring compliance with state laws, and maintaining transparency and accountability in public spending. This position is appointed by the district judge and operates independently of the Commissioners Court.

### Key Responsibilities

- Manage and supervise the county's accounting system, including accounts payable, accounts receivable, fixed assets and financial reporting
- Prepare and present annual budgets and financial statements
- Conduct internal audits of county departments and ensure compliance with applicable laws and regulations
- Monitor county expenditures and revenues to ensure fiscal responsibility
- Oversee grant management and reporting
- Collaborate with elected officials, department heads, and external auditors
- Provide financial guidance and recommendations to the judiciary and Commissioners Court

### Qualifications

- Bachelor's degree in accounting, finance, or a related field (CPA preferred)
- Minimum of five years of experience in public finance, governmental accounting, or auditing



- Strong knowledge of Texas Local Government Code, especially Chapter 84
- Excellent analytical, organizational, and communication skills
- Proven ability to lead teams and manage complex financial systems
- High ethical standards and commitment to public service
- Utilize the most up-to-date technology and software to ensure an efficient and accurate office
- Work in a professional manner with all elected officials, department heads, employees, and the public in a professional manner

### **Working Conditions**

This position is inside the county offices in a normal office environment. It has frequent contact with the public. The noise level in this office is usually low to moderate. Standard ventilation and lighting conditions.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

### **Special Conditions**

Employee must maintain a valid Texas Driver's License and valid Texas Automobile insurance. Position requires availability to travel as needed. Position requires professional business attire to be worn to work daily.

### **Additional Information**

- The County Auditor is appointed by the district judge of Navarro County and must meet statutory qualifications under Texas law
- This is a nonpartisan, independent position
- Background check and professional references required
- The office is open Monday – Friday / 8am to 5pm

### **How to Apply**

Submit your resume, cover letter, and references to [mbutler@navarrocounty.org](mailto:mbutler@navarrocounty.org). For questions, contact 903-654-3020.