



JOB OPPORTUNITY ANNOUNCEMENT

- Date:** Thursday, April 2, 2026
- Position:** First Assistant County Auditor
- Duties:**
- Prepares journal entries, work papers, and supporting documentation for monthly and annual financial reports
 - Performs accounting functions such as compilations, account analyses, and reconciliations
 - Analyzes budgets, expenditures, and revenues to ensure proper posting of transactions
 - Performs reviews of invoices, purchase requests, employee salary budgets, and other charges to departments for availability of funds and verifies costs in accordance with contractual and program regulations
 - Compiles and prepares various reports as requested internally and externally for various local, state, and federal agencies as well as other public requests
 - Prepares and monitors records pertaining to fixed assets to ensure compliance with the Fixed Assets Policy and Government Accounting Standards Board (GASB) reporting requirements
 - Prepares financial reports and ensures financial compliance for all grant monies received by the County
 - Assists independent, state, and federal agency auditors in annual financial audit or grant audits
 - Maintain chart of accounts for the County's Financial system
 - Assists in the preparation of the county budget
 - Provides fiscal information and assistance to departments as needed
 - Determines compliance with policies and procedures
 - Performs other duties as assigned by County Auditor
- Knowledge, Skills and Abilities**
- Knowledge of generally accepted accounting principles and government accounting standards and standard bookkeeping practices
 - Ability to conduct simple to intermediate mathematical calculations
 - Effective written and oral communication skills for presenting findings to stakeholders
 - Skill in preparing clear and precise financial and statistical reports
 - Proficiency in financial software applications for data analysis and reporting, including Microsoft 365
 - Self-motivated, proactive team player that is a quick learner and desires to improve processes
 - Ability to change direction quickly and manage completing priorities and requirements
 - Ability to establish positive working relationships
- Requirements:**
- Bachelor's degree in accounting or related field plus three years of experience in accounting and auditing;
 - Or associate's degree in accounting or a related field plus five years of experience in accounting or auditing;
 - Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
 - Experience in governmental accounting preferred
 - Valid Texas Driver's License
- Salary:** \$24.36 to \$32.08 per hour, depending upon experience
- Contact:** Rebecca Smiley, County Auditor
- Deadline:** until filled
- Equal Opportunity Employer