

## **Job Description: COUNTY AUDITOR**

**CLASS NO.** 1201

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Appointed by and reports to District Judges. Responsible for overall management of internal county auditing and accounting functions, approving claims against the county prior to submission to Commissioners Court, and reporting on the county's financial status to the Commissioners Court and District Judges.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Provides general oversight of books and records of the county related to collections and disbursement of revenues, funds, and fees;

Supervises complex accounting systems showing transactions of the county relating to accounts, contracts, indebtedness, receipts, and disbursements;

Organizes and supervises internal audits of county departments and funds and assists external auditors;

Makes monthly and annual reports to the Commissioners Court and the District Judges showing the aggregate amounts received and disbursed from each fund, the condition of each account, the amount of county, district, and school funds on deposit in the county depository, and such other data as requested;

Examines and approves claims, bills, and accounts against the county before submission to Commissioners Court, and checks reports relating to finance, reporting on same to the Commissioners Court;

Maintains accounts of monies accruing to county offices and examines such accounts of other county officials;

Has access to financial accounts of other offices and the Commissioners Court and monitors these accounts for correctness;

Prescribes and prepares forms to be used by persons in collection of county revenues, as well as methods of keeping accounts and making reports;

Prepares estimates of revenues and expenses for the Commissioners Court for budget purposes; and

Perform such other duties as may be required by statute.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 1201 (Continued)**

Other Important Duties\*

Performs such other duties as assigned by the District Judges or Commissioners Court.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Statutory:

Good moral character and intelligence and competent business ability, residence in county during term of appointment, and two years of experience as an accountant.

Non-Statutory:

*Knowledge of:* modern office procedures and equipment, including computerized accounting systems; fiscal management and budget control; and state and federal laws applicable to administrative and regulatory functions;

*Skill/Ability to:* apply generally accepted accounting and financial management principles and practices with special emphasis on governmental accounting, reporting, and auditing; establish and maintain effective working relationships with county department heads, District Judges, members of the Commissioners Court, and accounting and audit officials in local, state, and federal government agencies and in the private sector; hire, supervise, and train employees; demonstrate proficiency in both oral and written communication; present complex financial data in a format and manner which is easily understood by a non-financial audience; make sound decisions under stress; and work independently and creatively.

**ACCEPTABLE TRAINING AND EXPERIENCE**

Any combination of education and experience equivalent to a bachelor's degree in accounting, finance, business, or a related field, plus at least six years of related experience, at least two years of which were as an accountant and included managerial and supervisory responsibilities;

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

**CERTIFICATES AND LICENSES REQUIRED**

CPA desirable.