

Job Description: FIRST ASSISTANT COUNTY AUDITOR

CLASS NO. 1202

EEOC CATEGORY: Professionals

PAY GROUP: 21

FLSA: Exempt

SUMMARY OF POSITION

Assists County auditor with assigned duties including, but not limited to, internal auditing, accounting, and budgeting for the county. Maintains computerized accounting system; ensures receipts and expenditures for county funds are properly accounted for, and that workpapers for internal and external auditors' use are prepared; and directs department in event of the County Auditor's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Auditor
2. Directs: Assistant County Auditor
3. Other: Has contact with county officials, department heads, county employees, and external auditors.

EXAMPLES OF WORK

Essential Duties*

Directs department in the event of the County Auditor's absence and has the authority to sign for the auditor;

Reviews and audits monthly financial reports of elected county officials including receipts, bank deposits, and bank statements;

Reviews daily receipts or tally sheets and recounts daily cash collected from the golf course and health department for submission to the County Treasurer;

Performs on-site audits of county offices or departments and assists outside auditors;

Maintains county ledgers and fund journals and reconciles records with County Treasurer, including bank records, revenues, expenditures, payrolls, etc.;

Maintains county grants journal, and prepares quarterly and annual reports and fund requests as needed;

Verifies requisitions and purchase orders against budgeted line items prior to purchase and receives and submits requests for budget amendments to Commissioners Court for approval;

Examines and verifies claims against the county prior to submission to the Commissioners Court;

*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. 1202 (Continued)

Ensures county departments and offices are in compliance with state and federal financial laws and regulations;

Submits county budgets and audit reports to state and federal department for review, and prepares federal and state surveys and census reports;

Prepares County Auditor's office quarterly and annual reports, and assists budget officer in preparing the annual budget;

Maintains county bonds and insurance policies, including workers' compensation;

Reviews county accident reports;

Maintains county vehicle titles, registrations, and fuel records;

Maintains county capital and real property inventories, lease purchase agreements, and intergovernmental, bank, lease, and maintenance contracts;

Audits telephone statements and maintains county utility ledger;

Files and maintains tax reports on taxable county sales;

Maintains inventory of office and janitorial supplies for purchasing and maintenance departments;

Maintains Commissioners Court auditing index; and

Maintains school equalization and permanent school funds.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles; advanced governmental and budgetary accounting practices and principles; current office practices and procedures; accounting procedures required in maintaining and auditing statutory county offices; and computerized accounting systems.

Skill/Ability to: supervise and motivate employees; prepare workpapers and spreadsheets neatly and accurately; operate ten-key calculator in performing complex arithmetic calculations quickly and accurately; operate computer using standard word processing, data inquiry, and spreadsheet software packages; learn departmental policies, rules, regulations, and procedures; adopt and apply established methods and procedures to varied accounting transactions; interpret financial statements; complete and prepare accurate accounting reports and statements of moderate complexity with minimum supervision; and establish and maintain effective working relationships with other county employees and external auditors.

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

CLASS NO. 1202 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in accounting, finance, or a related field, including coursework in governmental accounting plus at least one year of experience in governmental and/or fund accounting;

or high school graduation, or its equivalent, plus at least five years of experience in governmental and/or fund accounting;

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

CERTIFICATES AND LICENSES REQUIRED

Certified Public Accountant or satisfactory completion or portions of the CPA examination preferred but not required.