

## **Job Description: ASSISTANT COUNTY AUDITOR**

**CLASS NO.** 1203

**EEOC CATEGORY:** Paraprofessionals

**PAY GROUP:** 18

**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.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** First Assistant County Auditor
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with county officials, department heads, county employees, and external auditors.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

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;

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

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

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

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Chambers County

**CLASS NO. 1203 (Continued)**

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:* prepare work papers 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.

**CLASS NO. 1203 (Continued)**

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least four 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**

None.