

Ochiltree County Job Description

COUNTY AUDITOR

EEOC CATEGORY: Professionals

FLSA STATUS: Exempt

SUMMARY OF POSITION

This position is charged with ensuring the strict enforcement of the governmental laws governing county finances and compliance with applicable laws, regulations and policies. It must create and maintain an environment of sound fiscal management and prescribe the system of accounting for the County. It administers the County Budget after adoption by the governing body of the County, the Commissioners Court. The County Auditor implements policies, procedures and forms to ensure the integrity and accuracy of financial records.

PRIMARY DUTIES AND RESPONSIBILITIES

Designs, oversees and maintains the centralized accounting system covering all departments of County government.

Assists the County Judge, the county Budget Officer, on all activities and operations in implementing the County's budget process. Provides all financial information needed during the budget process.

Audits departmental accounting data, applies accounting principles to transactions, identifies and corrects errors and recommends revisions to departmental accounting procedures.

Designs and monitors internal control systems for all County departments to safeguard County assets.

Monitors, interprets and applies evolving professional standards to ensure the County's compliance with Generally Accepted Accounting Principles and Government Auditing Standards.

Examines and approves all claims, bills and accounts of the County. Ensures that all claims against the County are within strict compliance of the adopted budget and meet legal requirements.

Answers accounting/auditing questions and resolves issues presented by other County employees.

Prepares financial statements and coordinates the annual independent audit of those financial statements. Makes all accounting and auditing decisions as needed during this process.

Complies with other financial reporting requirements set by state law and federal regulations.

Performs special accounting analyses as needed.

All other duties and responsibilities required by local, state and federal laws.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Generally Accepted Accounting Principles, Government Auditing Standards, standard office policies and procedures, state financial statutes, county financial operations and policies

Skills/Ability to: operate computer, including word processing and spreadsheet software; read legal documents, financial statements, letters and memos; communicate effectively, both orally and in writing; interpret policies and procedures;

perform basic mathematical operations and analytical functions; and establish and maintain working relationships with co-workers and the general public.

PHYSICAL REQUIREMENTS

Ability to sit for long periods of time. Ability to lift up to 50 lbs.

QUALIFICATIONS

At least two (2) years of experience in accounting or auditing or related experience.

Must be a person of unquestionable good moral character and intelligence.

Ochiltree County, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Ochiltree County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.