

COUNTY OF GILLESPIE  
JOB DESCRIPTION



Assistant County Auditor For  
County Auditor

**Position/Title:** Assistant County Auditor

**Department:** County Auditor

**Pay Grade:** 16

**FLSA Category:** Non-exempt, Full-time

### GENERAL DESCRIPTION

The purpose of this position is to establish and implement accounting and auditing practices to safeguard the County's assets, maintain financial integrity, ensure compliance through internal audits, prepare financial reports and grants, and ensure all expenditures comply with the County budget, policies, applicable laws, and statutes.

### ESSENTIAL JOB DUTIES

- Conduct detailed internal audits of County departments/offices and special funds.
- Participate in the purchasing process (including bids, proposals, and qualifications) for goods and services and help with control/oversight of the County credit card program.
- Conduct physical inventory reviews during internal audits and identify any discrepancies between the inventory system and the physical count.
- Prepare billings to outside sources and monitor receipts from those sources.
- Monitor grant administration and financial reporting, prepare reports, ensure compliance with applicable statutes, laws, and regulations, and maintain proper documentation.
- Interpret, analyze, and assist departments with purchasing laws and regulations for local, state and federal funds.
- Prepare required accounting entries and reports in conformity with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB)
- Participate in the review and verification of accounts payable and payroll.
- Assist with cash audits and preparation of internal and external audits.
- Reconcile subsidiary vendor ledger with accounts payable total and with general ledger.
- Ensure proper records are kept for purchases subject to sales tax exemption and that tax exemption forms are submitted to the vendors and County records are maintained for potential audits
- Receive telephone calls and answer questions from the citizens, County Departments/Offices, and vendors.
- Assist with preparation of periodic reports, office communications, correspondences, and record retention.
- Audit and proof accounting or other reports for clerical accuracy and conformance to departmental, county, and state regulations and statutes.
- Assist with the coordination of annual external audit and support the external auditors by locating claims, assets, documentation, and other information as may be required.
- Assist other county departments with financial reports, purchasing information, and miscellaneous questions and problems.
- Perform computer data entry into various software systems.
- Participate in special projects such as surveys, system implementation, financial analysis, etc.
- Create detailed and complex financial reports for County departments in accordance with GASB and GAAP
- Assist Auditor with new debt, debt fillings and requirements.
- Maintain inventory of all assets to include all County owned/leased fixed assets.

Essential job duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

The ideal candidate will have the ability to:

- Ability to research various subjects and to skillfully use Excel, Word, financial software, the internet, and email.
- Securely maintain files, documents, and reports related to the functions of the County Auditor Office
- Communicate professionally and effectively, both orally and in writing
- Multitask in a high stress environment.
- Be analytical, scrutinizing, and detailed orientated.
- Knowledge and proficiency of Governmental Accounting and other financial related areas including general accounting principles, of accounting ledgers and journals, payroll, and budget preparation.
- Ability to remain professional demeanor in stressful situations.
- Knowledge and proficiency in Incode 10 preferred
- Knowledge of County operations, services, and policies preferred.
- Effectively use office equipment such as computer, copier, scanner, and calculator
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain a professional relationship with elected officials, staff, co-workers, and the general public.
- Time management skills, ability to meet frequent deadlines, and be detail oriented.

## EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting or 8 years work experience in accounting/auditing
- CPA preferred
- Must consent to and pass criminal background check

## APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

**Please return your completed application to:**

Email to HR: [hr@gillespiecounty.org](mailto:hr@gillespiecounty.org)

In Person: Gillespie County Courthouse Room B-102

Mail: Gillespie County, 101 W. Main Street, Mail Unit #11, Fredericksburg, TX 78624

*Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.*

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_