

COUNTY OF GILLESPIE
JOB DESCRIPTION

Assistant Auditor For
Auditor's Office



Department: County Auditor
Position/ Class Title: Assistant County Auditor
Supervisor: County Auditor
Pay Grade: 16
FLSA Category: Part-time Hourly, Non-exempt

DESCRIPTION OF POSITION:

The Assistant County Auditor performs internal audits of offices/departments to assess the handling of cash, safeguarding of assets, reporting of transactions, and complying with statutes, policies and procedures. This position also assists the County Auditor with daily functions as may be required to complete tasks in a timely and efficient manner.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the County Auditor, may include but are not limited to the following:

- 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.
- Maintain the fixed assets for the county and conduct physical inventory reviews.
- Prepare billings to outside sources and monitor receipts from those sources.
- Assist County Auditor with grant administration, property/liability insurance, budget and financial reporting.
- 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, verification and check writing process of accounts payable and payroll.
- 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.
- Answer routine telephone and office inquiries concerning functions of the County Auditor Office.
- Assume the duties of County Auditor in his/her absence.

KNOWLEDGE SKILLS and ABILITIES

The ideal candidate will have the ability 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 effectively, both orally and in writing.
- 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 effective working relationships with County personnel.
- Establish and maintain a professional relationship with elected officials, staff, co-workers and the general public.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Perform other related duties / functions as may be required or as delegated by the County Auditor.

EDUCATION AND EXPERIENCE:

- Must be at least 18 years of age.
- Bachelor's degree in accounting preferred or related years of experience in accounting/auditing.
- Incode 10 experience preferred.

- Must consent to and pass criminal background check

WORKING CONDITIONS and SCHEDULES:

- County facilities, including vehicles, are smoke-free and alcohol-free working environments. Location of this position is in the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Occasional work will be done in storage areas and other county facilities.
- The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, part-time, up to 29 hours per week. Regular work attendance is required. Employees must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations.

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: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B

Mail: Gillespie County, 101 W. Main St., 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: _____

