



Burnet County, Texas **JOB POSTING:**

WORKING TITLE: BURNET COUNTY AUDITOR
DEPARTMENT: BURNET COUNTY AUDITOR
REPORTS: 33RD AND 424TH JUDICIAL DISTRICT JUDGES OF BURNET COUNTY

INTENT:

The intent of this Request for Qualifications is to solicit information from qualified persons for potential interview and possible appointment as County Auditor for the County of Burnet, Texas.

An auditor **will** be appointed by the District Judges of Burnet County pursuant to Texas Local Gov't Code Chapter 84 for a term of two years. The salary will be commensurate with the experience and qualifications of the appointee, to be set by the District Judges as provided by statute, in consultation with the Commissioners Court of Burnet County, Texas. This will be a full-time position.

OPENING DATE AND LOCATION:

Resumes and/or applications will be accepted until the position is filled. Please respond via email to the Burnet County Human Resources Office at sdenton@burnetcountytexas.org.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Certified Public Accountant licensure OR three (3) years experience as a county auditor.
- Three (3) years experience in accounting and auditing.
- Experience supervising county accounting functions.
- Demonstrated skills working with modern data processing systems, networked computers, financial accounting software and database systems.
- Competence in public business details.
- Good moral character and intelligence.
- Familiarity with the Government Accounting Standards Board Statements, and in particular GASB Statement 34.
- Familiarity with government entity purchasing requirements.
- Familiarity with government entity budgeting.
- At least 15 hours continuing education in government accounting in the last 24 months.
- Ability to pass a criminal background check.
- Ability to make a fidelity bond of \$5,000 or greater.
- Strong communication skills, both verbal and written.
- Demonstrated ability to work effectively with other people.