

COUNTY AUDITOR

Application Link:
<https://cameroncountytexas.applicantpool.com>

Salary: \$131,114.00 per annum

SECTION I-JOB DESCRIPTION

This position is strictly 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 County. The County Auditor implements policies, procedures and forms to ensure the integrity and accuracy of financial records.

CERTIFICATES AND LICENSES REQUIRED

CPA, Required Texas State Board of Public Accountancy, 40 hours per year, 120 hours within 3 years

County Auditor As per Texas Local Government Code, Sec 84.0085, must currently possess OR obtain within one (1) year of employment 40 classroom hours of instruction in courses relating to the duties of the county auditor and accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants.

Valid Texas Driver's License

QUALIFICATIONS

Bachelors Degree from an accredited university in Public or Business Administration, Certified Public Accountant required, with a minimum of ten (10) years of management experience in government accounting and auditing

Minimum of ten (10) years experience in progressively responsible financial management in a large government organization to include at a minimum five (5) years of executive level experience. Texas County Government preferred.

Knowledge of principles, practices and terminology in accounting, auditing and financial management

Knowledge of advanced professional techniques used in the accounting field

Knowledge of relevant local, state and federal laws

Knowledge of county departmental operations, organization, accountability and responsibility

Knowledge of generally accepted governmental accounting and auditing principles

Knowledge in the preparation and interpretation of statistical, technical and narrative reports

Skilled in planning, organizing, directing and coordinating the work of professional and clerical personnel

Skilled in problem analysis and the development and implementation of solutions

Excellent in oral and written communication

Pass a criminal background check, bondable and possess a valid Texas Driver's License

Knowledge of administrative management and planning

Maintain strict confidentiality

DUTIES

Provides vision and leadership in administering all financial matters

Responsible for day to day financial affairs and related accounting functions and transactions of the County

Directly responsible for accounting, budget oversight, finance, grants, internal audit and ensuring statutory compliance with adopted county budget and financial statutes

Fiscal oversight of County's finances through statutory compliance requiring adherence to variety of laws

Timely financial evaluation and fiscal updates to Commissioners Court

Maintains a highly competent staff to meet the needs of County government

Ensures delivery of contractual services subject to federal, state and local laws as required

Be available for work beyond standard workday or workweek hours as necessary

The County Auditor is appointed by the State District Judges of the County and is independent of all County Offices. The County Auditor is appointed for a two (2) year term. The County Auditor must be:

- a person of unquestionably good moral character and intelligence
- thoroughly competent in the administration of public business
- a competent accountant, qualified in auditing and accounting
- skilled in interpersonal relationships and office management duties.

The County Auditor provides vision and leadership in the financial activities of the County and is the Chief Financial Officer of the County.

This is not a Civil Service covered position.

BENEFITS:

Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, Retirement System, and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

AA/EEO/MFD EMPLOYER