

## **COUNTY AUDITOR**

The District Judge of the 51<sup>st</sup> Judicial District is seeking candidates for Coke County Auditor. The County Auditor is charged with ensuring strict compliance with applicable laws and good stewardship of tax payor dollars.

The successful candidate will be appointed for a two-year term and must complete a minimum of 40 classroom hours of continuing education in courses relating to the duties of the County Auditor during their term. These hours must be accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants. The County Auditor, as Chief Financial Officer of the County, is also required to complete the Public Finance Information Act educational requirements every two-year period.

The auditor must be capable of executing a bond, paid for by the county, within 20 days of appointment. They also must take the official oath and a written oath listing the position of public or private trust previously held and the length of service in each of those positions, thus stating they meet the qualification of the office. The County Auditor is a Public Official and reports directly to the 51<sup>st</sup> District Judge.

## **JOB DESCRIPTION**

The County Auditor is the Chief Financial Officer for the County and is responsible for:

- Maintaining the account records and is in charge of the general ledger;
- Examining and approving all claims, bills and accounts of the county before payment;
- Financial reporting to the District Judge and the Commissioners Court on a regular basis;
- Assisting in the preparation of the annual budget;
- Administering the requisition and purchase order systems;
- Ensuring county spending is in strict compliance with adopted budget;
- Auditing books, accounts and reports ensuring strict enforcement of county finance laws;
- The oversight of all official's books and records related to county finances;
- Grant accounting and reporting for Coke County; and
- All other duties and responsibilities of the County Auditor as required by local, state, and federal law

County Auditor is a full-time, exempt position.

## **QUALIFICATIONS**

BBA in Accounting

CPA is beneficial, but not required

Minimum of two years' experience in auditing and accounting

Competent in public business details

A person of unquestionably good moral character and intelligence

## SKILLS

- Ability to perform analysis and provide information to a variety of audiences
- Ability to supervise staff members efficiently
- Ability to work independently
- Experience in Governmental Accounting (Fund Accounting), Auditing, Pooled Cash, and Budgeting
- Excellent writing and verbal communication skills
- Knowledge of principles, practices, and terminology in accounting, auditing, and financial management
- Knowledge of advanced professional techniques used in the accounting field
- Knowledge of generally accepted governmental accounting and auditing principles

Must be a self-motivated problem solver and maintain strict confidentiality.

Salary commensurate with experience and includes a generous benefits package.

Submit Resumes for the District Judge's consideration to 51<sup>st</sup> District Judge Carmen S. Dusek via:

[renea.patterson@co.tom-green.tx.us](mailto:renea.patterson@co.tom-green.tx.us)

51<sup>st</sup> District Court, 112 W. Beauregard Ave., San Angelo, TX 76903

# COKE COUNTY

## Employment Application

Coke County is an Equal Opportunity Employer

### APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available			
Position Applied for			
Are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for Coke County?    YES <input type="checkbox"/> NO <input type="checkbox"/> (Proof of identity and eligibility will be required upon employment)			
Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If you have ever applied for a bond, has your application been rejected?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

### EDUCATION

High School	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### REFERENCES

*Please list three professional references (other than relatives or former employers)*

Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

### PREVIOUS EMPLOYMENT

Company	Phone (    )
Address	Supervisor
Job Title	Starting Salary \$                      Ending Salary \$
Responsibilities	
From	To                      Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

<b>MILITARY SERVICE</b>			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

<b>DISCLAIMER AND SIGNATURE</b>	
I understand that employment with Coke County is subject to passing a drug and alcohol test. I understand that Coke County is an "at will" employer, and that the county or employee is free to terminate employment with the other at any time with or without cause or notice. I certify that the answers given herein are true and complete to the best of my knowledge.	
Signature	Date

COKE COUNTY

AUTHORIZATION FOR BACKGROUND CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, \_\_\_\_\_, hereby authorize Coke County to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Coke County will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the county's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name - Printed

## Personal Data

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Last Name

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First Name

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Middle Name

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Current Address

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Dates Lived Here

Addresses for the Past 7 Years: (include street, city, state, zip code)

Dates of Residence:

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Date of Birth

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Other Names Used (including maiden name)

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Years Used

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Social Security Number

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Driver's License #

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State

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Email Address (may be used for official correspondence)

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

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Printed Name

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Applicant Signature

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Date