

JOB SUMMARY

This position is responsible for directing accounting procedures, establishing internal controls, and auditing financial accounts for the county to ensure the integrity and accuracy of county assets.

REQUIRED QUALIFICATIONS

- 10 years of management experience in government accounting and auditing; preferred CPA
- Knowledge of the purposes, principles, practices, and terminology employed in accounting, auditing, budget preparation, and financial management.
- Knowledge of legislation, problems, and literature related to accounting, auditing, budget preparation, and financial management.
- Knowledge of advanced professional techniques employed in the accounting field.
- Knowledge of relevant local, state and federal laws.
- Knowledge of administrative management and planning.
- Knowledge of large-scale government billing, budget development, bookkeeping, and accounting.
- Knowledge of the preparation and interpretation of statistical, technical, and narrative reports.
- Knowledge of Galveston County benefits programs.
- Knowledge of county department operations, organization, accountability and responsibility.
- Knowledge of generally accepted governmental accounting and auditing principles.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise financial and statistical reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.
- Must possess a valid Texas Driver's License
- Must pass Criminal Background check
- Any combination of education and experience equivalent to a bachelor's degree in accounting, finance, business or related field.

ESSENTIAL JOB FUNCTIONS

- Verifies and audits financial reports and accounts to ensure accuracy and integrity.
- Performs audits of all county and district accounts.
- Monitors and reviews all accounting journals, ledgers, and records to ensure compliance with applicable laws, regulations and policies.
- Examines all reports on the collection of money made to the Commissioners Court.
- Monitors all monies accruing to offices; examines accounts.
- Administers and forecasts the county budget.
- Maintains general set of journals and ledgers showing all county transactions.
- Makes payroll deductions for authorized purposes as requested.

- Maintains payroll records for county officers who elect not to be paid for their services.
- Prepares estimates of revenues and expenses for budgetary purposes.
- Approves and disapproves claims and issues warrants directing the payment thereof.
- Examines and approves each claim, bill, and account of the county.
- Prescribes system of accounting for the county.
- Prepares monthly and annual financial reports.
- Drafts, prepares and submits reports as necessary.
- Maintains accurate records of all audits performed.
- Hires, trains, and evaluates department employees.
- Maintains policies and procedures required to comply with HIPAA Privacy and safeguard protected health information.
- Serves as correspondent for the Galveston County Retirement System; interprets and applies statutes to all situations.
- Able to report regularly for work and be on time. (Remote work will not be permitted)
- Performs other duties as assigned by supervisor

SOFT SKILLS

1. Judgement/Decision Making

- Demonstrates consistent logic, rationality, and objectivity in decision-making. Achieves balance between quick decisiveness and slower, more thorough approaches, i.e., is neither indecisive nor a hip-shooter. Shows common sense. Anticipates consequences of decisions.

2. Communication – Oral

- Communicates effectively one to one, in small groups and in public speaking contexts. Demonstrates fluency, “quickness on one’s feet,” clarify organization of thought processes, and command of the language. Easily articulates vision and standards. Keeps people informed.

3. Organization/Planning

- Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Effectively juggles multiple projects. Anticipates reasonable contingencies. Pays appropriate attention to detail. Manages personal time well.

4. Business Literacy

- Understands and absorbs new information. Stays current with developments in our field. Expects others to stay current with developments in the field. Frequently shares new knowledge with others. Integrates new information to enhance existing models or create new ones. Helps others translate new information into practical application in our area.

5. Customer Focus

- Regularly monitors customer satisfaction. Meets internal and external customer needs in ways that provide satisfaction and excellent results for the customer. Establishes “partner” relationships with customers. Regarded as visible and accessible by customers.

6. Integrity

- “Ironclad.” Does not cut corners, ethically. Remains consistent in terms of what one says and does and in terms of behavior toward others. Earns trust of coworkers. Maintains confidences. Puts organization’s interests above self. Does what is right, not what is politically expedient. “Fights fair.” Intellectually honest; does not “play games” with facts to win a point.

7. Initiative

- Seeks out and seizes opportunities, goes beyond the “call of duty,” finds ways to surmount barriers. Resourceful Action-oriented “doer,” achieving results despite lack of resources. Restimulates languishing projects. Shows bias for action (“do it now”).

8. Collaboration/Teamwork

- Cooperates with staff at all levels of the organization. Willingly reaches out to staff, volunteers and customers to proactively share information, knowledge, expertise, and time with others to achieve common goals. Works to overcome geographic, departmental, and/or Affiliate boundaries and establishes cohesive, effective relationships with peers. Enthusiastically supports the common goals and mission of the organization. Shares credit.

9. Strategic Skills

- Determines opportunities and threats through comprehensive analysis of current and future trends. Accurately assesses own organization’s competitive strengths and vulnerabilities. Make tactical and strategic adjustments, incorporating new data. Comprehends the “big picture.” Reads latest books and articles on strategy. (This competency will be evaluated for selected executive level positions).

10. Selecting “A” Players

(Topgrading/Staff Development)

- Top-grading through effectively recruiting and selecting not less than 90% “A Players” (not more than 10% mis-hires).

11. Coaching/Training

- Actively and successfully trains and coaches people for current assignments, and develops them for promotion into positions in which they succeed. Provides challenging assignments. A people builder.

12. Performance Management

- Fosters high levels of accountability through fair, hard-hitting performance management system. Measures performance thoroughly. Reinforces integrity in the system by personally monitoring performance of subordinates (without “over-supervising”), and rating/ranking people honestly (no “gifts,” no taking the easy way out”). Ties in reward systems (*pay, promotion, removal). Free with deserved praise and recognition. Constructive in criticism. Provides frequent feedback.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.
- Emergency Preparedness Tier Level: 1

Department: Auditor's Office

Salary: \$165,000.00

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