

## **COUNTY AUDITOR**

The District Judge of the 220<sup>th</sup> Judicial District is seeking candidates for Hamilton 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 positions of public or private trust previously held and the length of service in each of those positions, thus stating they meet the qualifications of the office.

The County Auditor is a Public Official and reports directly to the District Judge.

## **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

- 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
- Experience with Governmental Accounting Software
- Experience with Governmental Grant accounting and reporting
- Experience with Excel
- Excellent writing and verbal communication skills
- Knowledge of Public Funds Investing and the Public Funds Investment Act
- 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
- Knowledge of administrative management and planning

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

### **Job Description**

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

- maintaining the accounting 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 the 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;
- preparation of the county payroll as the County Payroll Officer;
- accounting and reporting activities of the 220<sup>th</sup> Juvenile Probation Department;
- grant accounting and reporting for Hamilton County; and
- all other duties and responsibilities of the County Auditor as required by local, state and federal law

The District Judge is required to carefully investigate and consider the applicants qualifications before making the appointment of County Auditor. A selection committee will be utilized to narrow the candidate list for the District Judge. Final selection of the candidate and subsequent appointment is the ultimate responsibility of the District Judge.

### **Salary and Benefits**

\$74,350.00 per year, health insurance, sick and annual leave, retirement system and paid holidays. Hamilton County has a mandatory direct deposit payroll program.

This is a Full-time Exempt position typically requiring at least 40 hours per week.

If interested in this position email your resume to: [crtadm220@bosquecounty.us](mailto:crtadm220@bosquecounty.us)