



## EMPLOYMENT OPPORTUNITY COUNTY AUDITOR

The County Auditor is a Public Official, appointed by the 197<sup>th</sup> District Judge, for a two-year term. The County Auditor reports directly to the District Judge and is independent of county offices.

### **STATUTORY QUALIFICATIONS: (TEX. LOC. GOV'T CODE § 84.006)**

A county auditor must be (1) a competent accountant with at least 2 years' experience in auditing and accounting; (2) thoroughly competent in public business details; and (3) a person of unquestionably good moral character and intelligence.

### **Minimum Qualifications:**

- Bachelor's degree from an accredited university in Public or Business Administration with a major in Accounting, Finance or closely related field, Certified Public Accountant (CPA) preferred.
- Three (3) years of experience in the areas of governmental accounting and auditing.
- Fund accounting experience with knowledge of General Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and applicable laws, codes and regulations.
- Knowledge of computer technology principles, terminology, programming, and automated systems.

### **Requirements:**

- During each full term of office, complete 40 classroom hours of instruction in courses relating to the duties of county auditor and accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants. (Texas Local Government Code, Section 84.005)
- Bondable.
- Texas Driver's License

The County Auditor provides vision and leadership in administering the financial activities of the County and is the Fiscal Officer of the County. The County Auditor is responsible for ensuring public funds are properly accounted for and safeguards that they are expended in strict compliance with Texas laws and statutes.

### **Duties and Responsibilities:**

- Manages and oversees the activities and operations of general ledger accounting, accounts payable, payroll, purchasing, budgeting, grants, capital project accounting, fixed asset accounting, financial reporting, debt management and internal audit functions for the County.
- Oversees the financial system and records of all county, district, or state officers authorized or required by law to receive or collect money or other property intended for the use of the County or that belongs to the County.

- Prepares and provides financial forecasts for revenues and expenditures and works closely with the County Judge and Commissioners' Court to compile the County's annual budget.
- Safeguards that County officials and staff comply with state and federal laws governing county finances and maintains an effective financial accounting and reporting system to show all the transactions of the County relating to accounts, contracts, assets, indebtedness, and receipts and disbursements.
- Serves as the primary contact to outside auditors during state, federal and independent financial audits.
- Conducts periodic reviews of the financial reports of departments that collect or disburse County funds.
- Interviews, hires and insures proper training of employees for Auditor's Office.
- Communicates effectively with County officials, staff and the public.
- Attends meetings of the Commissioners' Court.
- Works beyond standard workday or workweek as necessary

COMPENSATION: Commensurate with qualifications and experience. This is a full-time exempt position. Benefits include health insurance, including dental and vision, retirement, vacation and medical leave.

Interested individuals should complete an application, available on County's website at [www.co.willacy.tx.us](http://www.co.willacy.tx.us), and submit, along with a resume, to Veronica Caballero at the following email: [district.court@co.willacy.tx.us](mailto:district.court@co.willacy.tx.us) or mailed to 576 West Main Ave, Room 112, Raymondville, Texas 78580. Applications accepted until the position is filled.

Willacy County is an Equal Opportunity Employer and complies with the American with Disabilities Act.