

**Willacy County**  
Job Description

**Job Title:** First Assistant  
**Department:** Auditor's Office  
**Location:** Raymondville, Texas  
**Supervisor:** Willacy County Auditor

**FLSA Structure:** Non-Exempt  
**Salary:** DOE  
**Status:** Full-Time

**SUMMARY:** This position performs advanced accounting and audit assignments that require a high degree of analytical skill. Relies on experience and judgment to plan and accomplish goals. Also, responsible for assisting the County Auditor in directing auditing and accounting procedures, establishing internal controls, and auditing financial accounts for the county to ensure strict enforcement of the laws governing Willacy County finances and the integrity and accuracy of county assets. Performs other accounting duties to support the County Auditor and Auditor's department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in the preparation of the county budget and annual independent audit process.
- Compare and analyze data such as budget vs. actual, revenue trends, etc.
- Prepares journal entries, work papers, and supporting documentation for monthly and annual financial reports.
- Performs highly advance accounting functions such as compilations, financial analysis, reconciliations, and critical research. Analyzes budgets, expenditures, and revenues to ensure proper posting of transactions. Interprets results and provides alternatives for further consideration.
- Performs reviews of invoices, purchase requests, employee salary budgets, and other charges to departments for availability of funds and verifies costs in accordance with contractual and program regulations.
- Compiles and prepares various reports as requested internally and externally for various local, state, and federal agencies as well as other public requests.
- Prepares financial reports and ensures financial compliance for all grant monies received by the County.
- This position must ensure compliance with all administrative and financial responsibilities as set forth in the respective Grant Conditions.
- The duties include maintenance of all transactions related to grant financial management.
- All reports and financial statements must be submitted in a timely manner and comply with grant funding requirements.
- Assists independent, state, and federal agency auditors in annual financial audit or grant audits.
- Reviews audit work papers to verify that procedures were completed, determine if sufficient competent evidence was obtained, and assure that audit objectives are satisfied.
- Reviews the internal control system and determines if controls are functional and adequate.
- Provides fiscal information and assistance to departments as needed.
- Determines and verifies compliance with policies and procedures.
- Prepares monthly budget amendments for commissioners' court.
- Creates written departmental (auditor's) policies and procedures
- Reviews & approves journal entry packets prior to posting.
- Conducts cash drawer audits and performs audits when requested.
- Provides support and assistance to other auditor's staff, as assigned, to support departmental operations.

- Composes, prepares, and/or edits, as required, correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- All financial records are required to be compliant with internal control, procurement, audit and reporting standards at all times.
- Backup for other first assistants and attend meetings when needed by County Auditor.
- Performs other duties assigned by County Auditor.

#### **OTHER NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Regular attendance is required.
- Performs all other related duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION and/or EXPERIENCE:**

- Bachelor Degree in Accounting or related field, with 5 years' experience in accounting or auditing
- Experience in government billing, budget development, and accounting
- Candidates with equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

#### **KNOWLEDGE, SKILL AND ABILITY:**

- Knowledge of local and state law, policies, and procedures as they relate to the mission of the department and county.
- Exceptional written and oral communication skills and ability to maintain confidentiality.
- Skill in preparing and interpreting clear and precise statistical, technical, and narrative department reports
- Working knowledge of accounting software systems, preferably Incode (Tyler Technologies).
- Judgement/Decision Making-Demonstrates consistent logic, rationality, and objectivity in decision-making.
- Initiative-Seeks out and seizes opportunities, goes beyond the "call of duty," finds ways to surmount barriers. Resourceful, action-oriented "doer," achieve results despite lack of resources.
- Organization/Planning- Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Effectively juggles multiple projects to meet deadlines. Pays appropriate attention to detail.
- Collaboration/Teamwork- Cooperates with staff at all levels of the organization. Willingly reaches out to staff and customers to proactively share information, knowledge, expertise, and time to achieve common goals. Establishes cohesive, effective relationships with peers. Enthusiastically supports the common goals and mission of the organization.
- Familiarity with the purposes, principles, practices, and terminology employed in auditing.
- Knowledge of generally accepted accounting and auditing principles.
- Must be mature, dependable/punctual, resourceful and able to work independently.
- Must be able to work accurately and efficiently under pressure in a high-volume office.

- Ability to perform accurate & efficient data entry and complex mathematical and accounting calculations, provide change, and ability to use Microsoft Office.
- Ability to act in such a manner as to maintain the confidentiality of the records and issues which may be encountered.
- Skill to type data entry at a medium/high speed with accuracy and efficiency.
- Usage of 10 key calculator (by touch) at medium speed.

**PHYSICAL DEMANDS/WORK ENVIRONMENT/OTHER:**

- This position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, elected officials, and the general public.
- Work outside of normal office hours (Monday-Friday 8am to 5pm) may be required to meet deadlines.
- May be occasionally required to lift, carry, push, pull, or move objects weighing up to 25 lbs.

**LICENSES AND OTHER QUALIFICATIONS:**

- Must have a valid Texas Driver's License and reliable transportation
- Bondable

**BENEFITS:**

Willacy County offers a competitive benefits program, including comprehensive group health and related benefit retirement plan.

**HOURS:**

Monday through Friday 8:00 a.m. to 5:00 p.m. Hours may vary based on the business needs of the department.

If you wish to apply for the First Assistant position, please send resume, transcript(s) or certificate and completed application by email to [maria.maldonado@co.willacy.tx.us](mailto:maria.maldonado@co.willacy.tx.us). Application can be found on the Willacy County website: <https://www.co.willacy.tx.us/page/willacy.jobs.openings>

All applications will be accepted until the position is filled.

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