

Goliad County Employment Opportunity

Position: Assistant Auditor

Department: County Auditor

Reports to: County Auditor

PAY GRADE AND FLSA STATUS

- Full Time
- \$19.23/hr
- FLSA Status: Non-Exempt

ESSENTIAL JOB FUNCTIONS

- Assist with audits in all financial areas and compliance reviews of the various County departments.
- Prepares and documents internal control procedures.
- Performs research utilizing a variety of sources including the internet, personal interviews, County records, etc.
- Responsible for maintenance of County inventory records, perform physical inventories, tagging of assets and coordination of the disposal of assets as approved by Commissioners Court.
- Prepares monthly reports for Commissioners Court.
- Assists with grant management and compliance.
- Provides assistance with accounts payable and purchasing functions, as necessary.
- Effectively communicates with elected and appointed officials, department heads, third party organizations, external auditors and the general public.
- Provides courteous, prompt service to all persons seeking information or assistance from the auditor's office.
- Adheres to strict rules of confidentiality.
- Performs other duties as assigned by County Auditor

QUALIFICATIONS

- Minimum of 2 years' experience in accounting.
- Knowledge of computerized financial accounting systems.
- Cash handling experience
- Project Management experience
- Must be proficient in working with computer programs (MS Office).
- Exhibit professional oral and written communications skills.
- Very organized and an excellent multitasker
- Must pass Criminal Background Check.
- Must pass a pre-employment Drug Screening
- Must have a valid Texas Driver's License

SOFT SKILLS

- **Judgment/Decision Making** - Demonstrates consistent logic, rationality, and objectivity in decision-making.
- **Initiative** - Seeks out and seizes opportunities, goes beyond the "call of duty". Resourceful, action-oriented "doer,".
- **Organization/Planning** - Plans, organizes, schedules, in an efficient, productive manner. Focuses on key priorities. Effectively juggles multiple projects. 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.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to remain in a stationary position at least 50% of the time.
- Occasionally moves boxes weighing up to 25 pounds.
- The work is typically performed in an office.

COUNTY BENEFITS FOR FULL TIME EMPLOYEES

- County paid health insurance for employees.
- Retirement program through the Texas Association of Counties.
- 13 County paid holidays.
- Sick leave and vacation accruals.

Submit resume by email (include contact information and references) to:

llockwood@goliadcountytexas.gov

Goliad County is an equal opportunity employer. The county does not discriminate on the basis of race, color, religion, national origin, sex, age, genetic information, pregnancy, veterans' status, disability or any other condition protected by law.