

COUNTY AUDITOR

The District Judge of the 51st Judicial District is seeking candidates for Coke 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 position of public or private trust previously held and the length of service in each of those positions, thus stating they meet the qualification of the office. The County Auditor is a Public Official and reports directly to the 51st District Judge.

JOB DESCRIPTION

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

- Maintaining the account 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;
- Ensuing county spending is in strict compliance with 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;
- Grant accounting and reporting for Coke County; and
- All other duties and responsibilities of the County Auditor as required by local, state, and federal law

County Auditor is a full-time, exempt position.

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

SKILLS

- 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
- Excellent writing and verbal communication skills
- Knowledge of principles, practices, and terminology in accounting, auditing, and financial management
- Knowledge of advanced professional techniques used in the accounting field
- Knowledge of generally accepted governmental accounting and auditing principles

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

Salary commensurate with experience and includes a generous benefits package.

Submit Resumes for the District Judge's consideration to 51st District Judge Carmen S. Dusek via:

renea.patterson@co.tom-green.tx.us

51st District Court, 112 W. Beauregard Ave., San Angelo, TX 76903