

Gonzales County Auditor's Office

Is seeking an experienced accounting person for the Position of:

Assistant Auditor

(Salary range is 22.00 – 23.86 per hour)

Gonzales County Auditor's office is seeking a person with accounts payable and payroll experience. This is a full time position.

Applicant must be able to handle a heavy workload, be able to work under pressure, handle deadlines, pay strict attention to detail, and have strong accounting skills. Applicant is required to be a very organized and detailed oriented person. Position requires strong bookkeeping skills with knowledge of accounts payable, payroll and auditing a plus.

Essential skills: ten-key by touch, computer aptitude, general office skills, well organized, and phone etiquette. General office duties to include: answering phones, data entry, filing, copying, and other duties as assigned.

Applications may be obtained at the Gonzales County Human Resource Office, located at 427 Saint George, Suite #302, Gonzales between the hours of 8 a.m. and 4 p.m. or on the web site at www.co.gonzales.tx.us. Only completed applications will be considered. Applications must be received by June 12, 2025. A drug and alcohol screen test and physical will be required. Gonzales County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicap status in employment or the provision of services. EOE.