

Gonzales County Auditor's Office

Is seeking an experienced accounting person for the Position of:

Assistant County Auditor

(Salary range is up to \$23.36 per hour)

Gonzales County Auditor's office is seeking a person with strong bookkeeping skills. This is a full time position. Applicant must possess the following: ability to handle a heavy workload, have strong accounting skills, be able to multi-task, work well under pressure, able to adhere to deadlines, utilize time management skills, and pay strict attention to details. Must work closely with others and maintain confidentiality in the performance of duties. This is a detailed oriented position requiring strong bookkeeping skills, knowledge of accounts payable, payroll, and auditing a plus.

Essential skills: ten-key by touch, computer aptitude, general office skills, 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 Auditor's Office, located at 427 Saint George Street, 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 complete applications will be considered. Applications must be received by April 12, 2024. 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 handicapped status in employment or the provision of services. EOE.