

COUNTY AUDITOR

Gonzales County

Gonzales, TX

Job Description **COUNTY AUDITOR** Salary: Commensurate upon experience

JOB DESCRIPTION

The duties of County Auditor are described in the Texas Constitution and Statutes. The County Auditor is appointed by the state District Judges serving in Gonzales County. The County Auditor position is a two-year term of office.

The County Auditor is responsible for maintaining the financial records of the county. The County Auditor is responsible for establishing the systems of financial accounting and reporting for all offices of the county.

The Auditor also establishes the system of internal controls and is responsible for auditing the financial records of each office in the county that collects and disburses county revenues, taxes, fees, fines, and all other monies.

The Auditor organizes and supervises internal audits of county departments and funds and assists external auditors.

The Auditor prepares monthly and annual reports to the Commissioners Court and the District Judges showing the aggregate amounts received and disbursed from each fund, the condition of each account, the amounts of county, district, and grant funds on depository in the county depository, and such other data as requested.

The Auditor prepares and submits monthly, quarterly, and/or annual reports as required by grants and the feds or state such as: Tobacco Settlement, Indigent Defense, Road & Bridge Annual Report, State Fees, Governor's Grants, State Criminal Alien Assistance Program, SAM yearly renewal, etc.

The duties of the County Auditor also include supervising the staff in the County Auditor's Office.

The County Auditor assists the Commissioners Court in the development of an annual detailed and comprehensive budget for all funds. The auditor sees to the strict enforcement of the adopted budget.

The County Auditor prepares estimates of revenues and expenses for the Commissioners Court for budget purposes.

The County Auditor has oversight of the Accounts Payable functions. The auditor approves all disbursements of the county after auditing them to ensure their legality, and compliance with the budget, examines all claims, receipts, and disbursements for accuracy, approves disbursements, posts all claims, and runs checks for accounts payable.

Prepare and submit budget amendments based on analysis of departmental budgets.

The Auditor is responsible setting up and maintenance of vendor information for processing and electronic submission of annual 1099 statements.

The Auditor oversees the Payroll functions including preparation of each payroll and maintenance of all employee files with regard to payroll.

The Auditor is responsible for preparing all federal and state payroll reports, including the electronic submission and issuing of all W-2s.

The Auditor prepares monthly and annual financial reports for the Commissioners Court and District Judges as well as for the public.

The County Auditor is also responsible for the accounting and reporting requirements with regard to any Federal or State grants received by the county.

The County Auditor is responsible for maintaining the County's Fixed Asset system, depreciation, and submitting to the outside auditors.

QUALIFICATIONS

County Auditor as per Texas Local Government Code, Sec. 84.0085, must currently possess or complete within one (1) year of employment 40 classroom hours of instruction in courses relating to the duties of the county auditor and accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants.

- Bachelor's Degree from an accredited university in Public or Business Administration, Certified Public Accountant preferred, with management experience in government accounting and auditing • Financial management in a large government organization to include executive level experience. Texas County Government preferred. • Knowledge of principles, practices and terminology in accounting, auditing and financial management • Knowledge of advanced professional techniques used in the accounting field • Knowledge of relevant local, state and federal laws • Knowledge of county departmental operations, organization, accountability and responsibility • Knowledge of generally accepted governmental accounting and auditing principles • Knowledge in the preparation and interpretation of statistical, technical and narrative reports • Skilled in planning, organizing, directing and coordinating the work of professional and clerical personnel • Skilled in problem analysis and the development and implementation of solutions • Excellent in oral and written communication • Pass a criminal background check, bondable and possess a valid Texas Driver's License • Knowledge of administrative management and planning • Maintain strict confidentiality

Be available for work beyond standard workday or workweek hours as necessary.

The County Auditor must be:

- A person of unquestionably good moral character and intelligence • thoroughly competent in the administration of public business • a competent accountant, qualified in auditing and accounting • skilled in interpersonal relationships and office management duties. The County Auditor provides vision and leadership in the financial activities of the County.

Knowledge of: generally accepted accounting and financial management principles and practices with special emphasis on governmental accounting, reporting, and auditing; fiscal management and budget control; state and federal laws applicable to administrative and regulatory functions; knowledge of administrative and clerical procedures word processing software, spreadsheet software, managing files and records, completing forms and reports, grant application and administration and modern office procedures and equipment including extensive knowledge of computerized accounting systems. County departmental operations, organization, accountability and responsibility.