



NACOGDOCHES COUNTY

Job Opportunity

Position: Accountant - Assistant Auditor II / III
Department: County Auditor's Office

Application Deadline: Open until filled

This position may be filled at an Assistant Auditor II or Assistant Auditor III, depending on candidate qualifications

Assistant Auditor II Salary Range: \$36,000 - \$42,000 per year, plus benefits

Assistant Auditor III Salary Range: \$42,000 - \$46,000 per year, plus benefits

General Description:

Under the direction of the County Auditor the Assistant Auditor works to facilitate the operations of the Auditor's Office. Principally responsible for General Ledger (GL) accounting and reporting and performs various accounting related functions. Prepares monthly financial statements, revenue forecasts for budgets, depreciation schedules and year-end entries. Performs comprehensive research to analyze, review, reconcile and maintain financial information. Certifies bi-weekly payments to vendors as proper and budgeted. Prepares annual Road & Bridge solicitations for bids for road materials and related services. Requires strength in accounting skills and the ability to multitask. Must maintain confidentiality and high ethical standards.

Knowledge, Skills & Abilities:

- Knowledge of and ability to apply accounting and auditing principles
- Knowledge and ability to extract and interpret financial data
- Ability to research, understand and apply the Texas Local Government Code and other laws related to county government
- Ability to research, understand and apply relevant grant or contract rules, regulations and requirements
- Ability to multi-task and meet weekly, quarterly, annual and emergency deadlines
- Ability to maintain both confidentiality and high ethical standards
- Excellent verbal and written communication skills
- Strong analytical and problem solving skills
- Ability to positively interact with county departments, other agencies and the public
- Ability to earn certificates offered by FEMA's Emergency Management Institute
- Ability to follow instructions and perform duties independently
- Strong skill in using MS Word, MS Excel, Adobe Acrobat 9 and financial software
- Skill in using computers and standard office equipment

Additional Information:

- Worked primarily performed indoors with some outdoor exposure
- Occasional travel for field audits and training
- Requires ability to sit and stand for extended periods of time and ability to bend, stoop and reach
- Requires ability to lift and carry up to 25 pounds
- Requires ability to speak and adequate visual and auditory acuity needed to use telephone and office equipment
- May require extended hours or overtime beyond normal work schedule

Qualifications:

- Bachelor or advanced degree in Accounting, Finance, Business or related field
- Extensive knowledge of and skill in using Adobe Acrobat 9
- 2 years of work related experience in accounting and/or auditing to qualify at Assistant Auditor II
- 3 years of work related experience in accounting and/or auditing to qualify at Assistant Auditor III
- Preferred: governmental accounting experience

Instructions:

Submit the following documents to the address below:

- Completed & signed Nacogdoches County Employment Application (available on the county website)
- Resume and professional references (must be attached to the completed application)
- Copy of college transcripts

Send to: Nacogdoches County - Human Resources Dept
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Nacogdoches County is an Equal Opportunity Employer