



NACOGDOCHES COUNTY

Job Opportunity

Position: Assistant Auditor II – Internal Auditor

Open Until Filled

Department: Auditor's Office

Starting Salary Range: \$39,520 - \$43,472 per year, plus benefits

General Description:

Under the direction of the County Auditor this position is responsible for performing accounting and analytical review duties. The Internal Auditor provides objective analysis of the County's business practices in order to evaluate risks, identify statutory compliance and help improve internal controls. Performs internal audits for the County and prepares audit reports on the findings. Advises fee offices on daily revenue transactions and assists with developing procedures to safeguard assets. Acts as the liaison for the Auditor's Office with Emergency Service Districts. Performs additional duties as required. Works with confidential information and must maintain high ethical standards.

Knowledge, Skills & Abilities:

- Knowledge of accounting principles and internal auditing
- Knowledge and ability to extract and interpret financial data
- Strong analytical and problem solving skills
- Ability to research, understand and apply the Texas Local Government Code and other laws, regulations, and contracts related to county government
- Knowledge and ability to write policies and procedures that comply with laws, regulations, and county objectives
- Ability to assess risk and develop audit plans accordingly
- Ability to handle entrusted confidential information ethically and discreetly
- Ability to interact with the public, co-workers and other county departments
- Ability to follow instructions and work independently with limited supervision
- Ability to multi-task and meet regular deadlines and emergency deadlines
- Excellent oral and written communication skills
- Skill in the proficient use of computers and standard office equipment
- Knowledge and ability to proficiently use MS Word, MS Excel, financial software, the Internet, and e-mail
- Ability to earn certificates offered by FEMA's Emergency Management Institute

Additional Information:

- Work primarily performed indoors with some outdoor exposure
- Requires regular travel for field audits and training
- May require working overtime beyond regular hours or on weekends

Qualifications:

- Bachelor's or advanced degree in related field
- Experience in internal auditing, accounting and computer software applications
- Demonstrated proficiency in the use of MS Word, Excel and Adobe Acrobat

Instructions:

Submit the following documents to the address below:

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

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