



NACOGDOCHES COUNTY

Job Opportunity

Position: Assistant Auditor – Program Administration

Open Until Filled

Department: Auditor's Office

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

Assistant Auditor I Starting Salary Range: \$35,360 - \$38,896 per year, plus benefits

Assistant Auditor II 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 functions and program administration duties for the county. Acts as point of contact for Auditor's Office on interoffice programs and administers special capital projects and risk management services. Provides financial management and reporting for grants and contracts. Performs capital asset accounting and assists with the preparation of financial statements, budgets and expenditure projections. Maintains purchase, salvage and surplus inventory schedules. Assists with audits of assigned projects and departments. Maintains property and liability insurance coverages and manages claims. Performs additional duties as required.

Knowledge, Skills & Abilities:

- Ability to maintain both confidentiality and high ethical standards
- Knowledge of accounting principles and capital asset accounting
- Knowledge and ability to extract and interpret financial data
- Knowledge of property and liability insurance, risks and claims
- Ability to research, understand and apply the Texas Local Government Code and other laws, regulations, and contracts related to county government
- 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 multi-task and meet weekly, quarterly & annual deadlines
- 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 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
- May require working overtime beyond regular hours or on weekends

Qualifications:

- 2 years of experience in governmental accounting preferred
- Bachelor or advanced degree in accounting or related field preferred
- Experience with grants and capital projects preferred

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

Nacogdoches County is an Equal Opportunity Employer.
Nacogdoches County Participates in E-Verify.