



CALDWELL COUNTY EMPLOYMENT OPPORTUNITY

- POSITION:** CALDWELL COUNTY AUDITOR
- JOB LOCATION:** Caldwell County Courthouse, Lockhart, Texas
- SALARY AND BENEFITS:** \$75,000.00. Benefits description available on request.
- QUALIFICATIONS:** Minimum: Bachelor's Degree in Accounting from an accredited university. CPA license preferred. Minimum of five years working as a professional accountant. Extensive audit experience, preferably in governmental entities. Minimum two years supervisory experience in all aspects of an accounting office.
- Familiarity with sophisticated accounting software with a strong knowledge of governmental accounting and auditing.
- Experience with Microsoft Office, Tyler Technology and other data base programs; ability to prepare clear and concise reports, correspondence and other written materials; attending Commissioners Court meetings to report and answer questions; ability to establish and maintain a collegial and effective work environment within the office and with other county offices.
- DESCRIPTION OF DUTIES:** General oversight of the books and records of the county, district of state officer that is responsible for collecting and remitting money or other property to the county. Strict enforcement of the laws governing county finances. Works under supervision of District Judges.

Continual access to and shall examine and investigate the correctness of the books, accounts, reports, vouchers and any other records of any officers. Access to the orders of the Commissioners Court relating to county finances.

Prescribe accounting procedures and controls to strengthen controls over county assets.

Verify all payments of county funds as legitimate and accurate.

Examination of reports, books and records of all offices that collect money or property for the county and investigate and report any irregularities to the Commissioners Court.

Maintain and improve the accounting systems for the county to strengthen internal accounting controls for the protection of county assets.

Make periodic reports to the Commissioners Court, and assist in the preparation of the annual budget for the county.

Assist external auditors in the completion of their duties related to the annual audit.

Verify and approve county payrolls.

HOW TO APPLY:

Send application and resume to:
Caldwell County HR Department
ATTN: Bob Bush
110 S. Main, Room 102
Lockhart, TX 78644
(512) 398-4108
(512) 668-4964 Fax
Bob.bush@co.caldwell.tx.us

http://www.co.caldwell.tx.us/default.aspx?Caldwell_County/Jobs.Openings

APPLICATIONS WILL CLOSE MAY 20, 2017