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## COUNTY AUDITOR

### GENERAL DESCRIPTION

The County Auditor is appointed by the State District Judges of Hidalgo County for a term of two years.

The County Auditor is the Chief Financial Officer of Hidalgo County primarily responsible for maintaining accounting records and examining the accounts of all County officials.

Hidalgo County is the eight most populous County in the State of Texas with a workforce of over 3,900 and an overall budget of \$263 million.

The County Auditor is responsible for the following:

- Establishing a system of internal controls

- General oversight of the books and records of all county officials authorized or required to receive county funds

- Ensuring the strict enforcement of the laws governing Hidalgo County finances

- Ensuring expenditures are made in strict compliance with the approved budget

The County Auditor's Office is comprised of 48 employees and has an annual budget of \$2.2 million.

The County Auditor works with extensive latitude for the use of initiative and independent judgment.

Work involves planning, assigning and supervising the work of professional staff responsible for performing the following functions:

- Financial Accounting and Reporting

- Grant Accounting and Reporting

- Accounts Payable

- Internal Audit

- Automated financial system

### EXAMPLES OF WORK PERFORMED

Identifies financial resources available to be appropriated by Hidalgo County during the preparation of annual budget

Reviews all reports prepared by Hidalgo County officials for the collection of funds

Examines and approves for payment all claims, bills, or accounts before the County Treasurer disburses funds

Prescribes the manner and forms for County officials to make monthly and annual reports of collections

Maintains a general ledger for the County

Oversees the preparation of the CAFR and the Single Audit report

Co-signs all checks drawn from the County treasury to validate them as proper and budgeted expenditures

Adopts and enforces regulations necessary for the speedy and proper collection and accounting of fees and funds collected by Hidalgo County officials

### SALARY

Commensurate with qualifications and experience not to exceed \$121,411.25. Additional compensation includes \$8,000 travel allowance and \$2,500 professional certification supplement.

### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor in Business Administration degree with concentration in Accounting

Certified Public Accountant or Certified Public Finance Officer

Must be a competent accountant with at least ten years of experience in governmental accounting and auditing

### SKILLS AND EXPERIENCE

Must have general understanding of all current Governmental Accounting Standards Board statements and pronouncements

Must have general understanding of Generally Accepted Accounting Principles

Ability to establish and maintain effective working relationship with elected officials, department heads, employees, and the general public

### PREFERRED QUALIFICATIONS

Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree

Experience in preparing or assisting in the preparation of Comprehensive Annual Financial Report for a governmental entity

To be considered interested candidates must submit a resume and cover letter to the Honorable Noe Gonzalez, State District Judge, 370th State District Court, 100 N. Closner Edinburg, TX 78539