

**EMPLOYMENT ANNOUNCEMENT  
BELL COUNTY AUDITOR**

**10/16/2018**

**Vacancy Announcement:**

Bell County Auditor

**Salary Range:**

Commensurate with qualifications and experience

**Closing Date:**

Open until position is filled

**Location:**

Bell County Historic Courthouse in Belton, Texas

The Bell County Auditor is an independent position appointed by the District Judges for a two year term. The qualified candidate serves as the Chief Financial Officer of the County with the following responsibilities:

- Manages and oversee the activities and operations of general ledger accounting, accounts payable, payroll, purchasing, budgeting, grants, capital project accounting, fixed asset accounting, financial reporting (Comprehensive Annual Financial Report), risk management, debt management and internal audit functions for the County.
- The County Auditor has general oversight of the financial system and records of all county, district, or state officers authorized or required by law to receive or collect money or other property that is intended for the use of the County or that belongs to the County.
- The County Auditor also serves as Budget Officer.
- The County Auditor ensures that all County officials and staff comply with the state and federal law governing county finances. The County Auditor maintains an effective financial accounting and reporting system to show all the transactions of the County relating to accounts, contracts, assets, indebtedness, and receipts and disbursements.

**Essential Responsibilities and Duties**

- Maintains and oversees financial record keeping of the County. Administers account records for all county funds, receipts and disbursements.
- Keeps current on Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) Pronouncements, and legislation related to county finances. Monitors and implements accounting changes in response to legislation relevant to government finance.
- Oversees the recording of financial transactions to provide accurate and timely financial reporting. Oversees the preparation of the County's Comprehensive Annual Financial Report (CAFR).
- Serves as the primary contact to outside auditors during state, federal, and independent financial audits.

- As Budget Officer works with the County Judge and Commissioners Court for preparation of the County's annual budget. Prepares and provides financial forecasts for revenues and expenditures for County budget and assists with process of setting county tax rate. Informs elected officials, departments, and the public on the budget process and prepares budget publication.
- Oversees and reviews records pertaining to fixed assets of the County. Reviews asset records to determine degree to which they are utilized and capitalized to ensure accurate presentation in the annual CAFR.
- Assures that all County expenditures comply with the County's budget and with County and regulatory policies and procedures. Interacts with and assures financial and budget compliance by all County departments.
- Oversees internal audit services of the County. Conducts periodic reviews of the financial reports of each department in the County which collects or disburses County funds.
- Advises Commissioners Court in regards to budget status, bids, grants, purchasing, and other financial matters. Provides financial recommendations to Commissioners Court.
- Assists County Judge and Commissioners Court with bond rating presentation for issuance of bonds.
- Communicates financial information to the public, including information related to the CAFR, purchasing, accounts payable, grants, internal audit, capital projects, and debt financing undertaken by the county and related entities.
- Interviews, hires and insures proper training of employees for Auditor's Office.
- Evaluates Auditor's Office employees performance, recommends salary adjustments, promotions and terminations.

### **Knowledge Required**

- Professional knowledge of federal, state, and local laws and protocols related to accounting, auditing, purchasing, grants, and budgeting.
- Professional knowledge of Generally Accepted Government Auditing Standards (GAGAS), Governmental Accounting Standards Board (GASB) Pronouncements, Generally Accepted Accounting Principles (GAAP), OMB A-133 single audit procedures, and Statements on Auditing Standards (SASs).
- Professional knowledge of the principles, practices, terminology and techniques of public accounting, governmental accounting, finance, budget, auditing, and fixed asset control.
- Professional knowledge of supervisory practices and techniques.
- Professional knowledge of accounting software systems.

### **Required Skills**

- A person of unquestionably excellent moral character.
- Professional skill in directing and following County auditing, financial reporting, budgeting, purchasing, payroll, and accounts payable policy and procedures.
- Must be able to speak effectively with County officials, staff and the public in a clear and concise manner.
- Professional skill in training and supervising office staff.
- Professional skill in maintaining accounting records and preparing reports.
- Professional skill in grasping the technical, regulatory and political implications of proposed programs, policies and regulations.

- Ability to conduct research and understand, interpret and follow federal, state, and local laws and protocols related to governmental accounting and budget issues.
- Professional project management skills.
- Professional skill in documenting, reading, understanding and maintaining account ledgers and documents.

### **Physical Demands**

The work is typically performed while sitting, standing, or walking. Job functions may require frequent lifting and carrying of objects weighing up to 10 lbs., such as files, reports, books, etc. and prolonged sitting at a desk.

### **Work Environment**

While performing the duties of this job, the work is primarily in an office setting in a climate controlled environment. In addition, the County Auditor may travel to various locations throughout the County to perform administrative functions.

### **Education and Experience**

- Requires bachelor's degree in Accounting
- Licensed Certified Public Accountant (CPA)
- Requires seven to ten years work experience in the areas of governmental accounting, auditing, and budgeting including supervisory and management experience.

### **Special Conditions**

- County Auditors are required to attain 40 hours of continuing education during each two-year appointment as provided in Local Government Code Section 84.008.
- Required to be bondable.
- Employee must maintain a valid Texas Driver's License.

**How to Apply:** Complete a Bell County on-line application, available on the Bell County website at [www.bellcountytexas.com](http://www.bellcountytexas.com), Human Resources Page.