

EMPLOYMENT ANNOUNCEMENT
BELL COUNTY FIRST ASSISTANT COUNTY AUDITOR
06/11/2019

Vacancy Announcement:

Bell County First Assistant County Auditor

Salary Range:

\$80,340 to \$95,940 commensurate with qualifications, CPA license and experience

Closing Date:

Open until position is filled

Location:

Bell County Historic Courthouse in Belton, Texas

The First Assistant County Auditor serves as principal assistant to the County Auditor for the day to day management of the County Auditors' office, ensures statutory compliance to a variety of laws and ensures adherence to generally accepted accounting principals promulgated by the Government Accounting Standards Board (GASB). This position is also responsible for the preparation of the Comprehensive Annual Financial Report (CAFR); including preparation of all related journal entries, workpapers and supporting documentation to include ensuring that all applicable GASB statements have been implemented.

Because of sensitive information handled by this position, the position requires the ability to maintain strict confidentiality and high ethical standards.

Essential Responsibilities and Duties

- Supervise and advises all personnel within the County Auditor's office including assigning and reviewing work and training;
- Attends meetings and makes recommendations to departments related to accounting and auditing policies and procedures;
- Handles very complex accounting functions. Work involves planning, organizing, directing and performing a wide variety of professional auditing and non-auditing duties in order to assess the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable statutes, laws and regulations;
- Responsible for the preparation of the Comprehensive Annual Financial Report (CAFR); including preparation of all related journal entries, workpapers and supporting documentations. Must ensure that all applicable GASB Statements have been implemented. Serves as the primary contact and provides assistance, files and data to outside auditors during the audit process;
- Coordinates with the County Auditor in the preparation of the CAFR transmittal letter and the Management Discussion and Analysis (MD&A) in summarizing the County's financial affairs, trends and impacts presently and for the future;
- Provides a response to the Government Finance Officers Association (GFOA) on any recommendations for improvement for achieving a higher standard in government

accounting standards in addition to coordinating the implementation of recommended changes made by the GFOA;

- Prepare the CAFR to the standards establish by GFOA to receive the Certificate of Achievement for Excellence in Financial Reporting on behalf of the County, by preparing and verifying that the CAFR meets all requirements under the GFOA general purpose checklist;
- Keeps current on Generally Accepted Accounting Principles (GAAP) and Government Accounting government finance. Instructs staff to comply with applicable laws, rules, and regulations;
- Coordinates with the County Auditor to continually improve, develop, maintain, and implement financial policy/procedures and programs to ensure legal compliance throughout the County on financially related matters;
- Oversees the evaluation of the systems of internal controls and make recommendations for improvements;
- Provides responsive, high quality service to elected officials, employees, representative of outside agencies, and members of the public by providing accurate, complete, and up-to-date financial information;
- Researches data to compile and prepare various reports as requested internally and externally for various local, state and federal agencies as well as other public requests;
- Handles a variety of problems, questions, or situations to ensure compliance with generally accepted governmental accounting principles, policies and procedures, internal controls, and all federal and state laws governing County finance;
- Consults with and advises County department heads, officials, supervisors and employees regarding financial matters;
- Manages office staff and resolves conflicts and problems. Provides guidance and leadership to staff;
- Assists County Auditor and staff members in their respective positions, as well as other county departments and agencies.

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 and auditing.
- 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 First Assistant County Auditor may travel to various locations throughout the County to perform administrative functions.

Education and Experience

- Requires bachelor's degree in Accounting or a related field
- Licensed Certified Public Accountant (CPA) is preferred
- Minimum seven (7) years of experience in a progressively responsible financial management or leadership role with five (5) year with a government organization, preferable a Texas County; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.
- Work experience should be in the areas of governmental accounting and auditing.

Special Conditions

- Employee must maintain a valid Texas Driver's License.
- Regular attendance is essential. Must arrive to work prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others.

How to Apply: Complete a Bell County on-line application, available on the Bell County website at www.bellcountytexas.com, Human Resources Page.