



DENTON COUNTY
invites applications for the position of:

County Auditor

SALARY:	\$60.05 - \$69.66 Hourly \$4,804.31 - \$5,573.00 Biweekly \$124,912.00 - \$144,897.92 Annually
OPENING DATE:	01/04/19
CLOSING DATE:	Continuous

DESCRIPTION:

The County Auditor prescribes the system of accounting and acts as Chief Financial Officer for the County. This position is responsible for financial accounting and reporting, internal auditing, accounts payable, revenue budget preparation, budgetary control, debt issuance and management, grant accounting and reporting, bond issuance, and capital project accounting and management. This position enforces all state laws relating to county finance.

EXAMPLES OF DUTIES:

Maintains oversight of the books, records and accounts of all county fee offices. Ensures strict budgetary control and thorough internal auditing in all financial processes within the county.

Oversees grant accounting, reporting, control and legal compliance; ensures all processes are compliant with established laws, policies, and procedures.

Supervises and advises department staff; ensures other departments are in compliance with established laws, policies, and procedures.

Assists in preparation of the county budget, including estimating expense and revenue as necessary.

Manages and supervises capital project accounting, budgeting, and legal compliance within the department and other county departments.

Oversees auditing of court costs and fee reporting, ensuring compliance with established policies and procedures.

Prepares financial forecasts and reports, as required by state statutes.

Performs fiscal year end cash reconciliation and assists with preparation of the year-end financial statement.

Provides financial analysis as requested by department heads, elected officials, and other County personnel.

Coordinates and participates in complex financial reviews of organizational and functional activities of County departments and programs to evaluate the adequacy and effectiveness of management controls over those activities and adherence to established laws, regulations, policies, and procedures in program planning, accounting, custodial, and control activities.

Prepares, maintains, and oversees accounting records for all County funds, including the Community Supervision & Corrections Department and the Juvenile Probation Board.

Examines and approves claims, bills, and accounts against the County before submitting approved claims to the Commissioners Court for consideration and approval.

Serves as liaison between County and outside auditors during annual audit.

Regular and punctual attendance is required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or Finance and minimum seven years of experience in a related field required.

Certified Public Accountant preferred.

SUPPLEMENTAL INFORMATION:

To ensure proper delivery of emails please add jobs@dentoncounty.com to your email safe list.