

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**INTERNAL AUDITOR
ECTOR COUNTY AUDITOR'S OFFICE**

The Ector County Auditor's Office is seeking applicants for the position of Internal Auditor. The Internal Auditor will be under the direct supervision of the Ector County Auditor.

PRIMARY DUTIES: The Internal Auditor will research Federal, State and County laws and policies concerning county fiscal operations, prepare and examines documents and reviews procedures associated with the recording and reporting of accounting transactions for all county offices. Will review and or/inspects receipts, docket books, journals and other related documents associated with selected transactions to evaluate adequacy and effectiveness of accounting management, custodial control activities and adherence with laws, regulations and established policies of all county offices. Complete job description is available in the Human Resources Department.

MINIMUM QUALIFICATIONS: High school diploma or GED; a minimum of two (2) years' experience, preferable in governmental fund accounting and/or internal auditing, Bachelor's degree in accounting, must be able to type 35 wpm, ten key by touch, have data entry experience along with knowledge of Microsoft Office products and/or other spreadsheet and word processing programs; file alphabetically; have legible handwriting and be able to communicate effectively both verbally and in writing. Must be able to handle stressful situations and meet deadlines, work well with others, requires the ability to sit for extended amount of time. Must have a valid Texas driver's license with an insurable driving record.

- **Clerical Testing will be given at the time the application is submitted**

SALARY: \$18.17 p/h with benefits; work days & hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

10/25/17

Job # 559