

JOB TITLE: First Assistant Auditor

DEPARTMENT: Audit

REPORTS TO: County Auditor

SUMMARY: The First Assistant Auditor reports to and works independently under the general direction of the County Auditor. This individual supervises the Audit Department employees and oversees the daily operations of the department, including the following functions: internal auditing of accounting, payroll auditing, purchasing, accounts payable, cash receipts and warrants, and cash. This individual also completes monthly, quarterly and annual state and federal reports.

EDUCATION & EXPERIENCE

- Bachelor's degree in Accounting, Finance, or related field.
- Three years' experience in County Audit department preferred
- Five years' supervisory experience
- Any combination of education, experience and licensing that lends credence to the ability to perform the job function may be considered acceptable

COMPENSATION

- Competitive and commensurate with qualifications. Hiring range is \$65,000 to \$71,000.

APPLICATION INSTRUCTION

- All applicants for this position must complete an application.
- Resume
- Cover letter
- Release of Information

Applications and more details are located can at <http://co.ellis.tx.us/jobs.aspx> and can be turned in at Ellis County Human Resources at 101 W. Main, Waxahachie, Texas 75165