



## GUADALUPE COUNTY

Guadalupe County Auditor's Office is accepting applications for a **First Assistant County Auditor**.

Serves as principal assistant to the County Auditor through day to day management of the County Auditors' office with fiscal and audit oversight of the County's financial affairs through statutory compliance requiring adherence to a variety of laws; enforcing budgetary compliance with adopted budgets, oversight of fiscal services and internal audit division.

Bachelors degree from an accredited university with a major in Accounting or a related field; a Certified Public Accountant is preferred; minimum ten (10) years of experience in a progressively responsible financial management or leadership role with five (5) years with a government organization, preferably a Texas County; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Salary range \$75,647 to \$83,284 per year commensurate with education, CPA license, and experience.

Applications and job description may be obtained from [www.co.quadalupe.tx.us](http://www.co.quadalupe.tx.us) or the Human Resource office at 209 W. Court St., Seguin. Please submit applications to Auditor's Office located at 307 W. Court St., Suite 205, Seguin TX before 5.p.m. Applications due by May 15, 2019.

Guadalupe County is an Equal Opportunity Employer

## Job Description: FIRST ASSISTANT COUNTY AUDITOR

<b>Class No.</b>	202	<b>Department:</b>	Auditor's Office
<b>Position No.</b>	495-6410	<b>EEOC Category:</b>	Administrative Support
<b>Pay Group:</b>	22	<b>FLSA:</b>	Exempt

### SUMMARY OF POSITION

Serves as principal assistant to the County Auditor through day to day management of the County Auditors' office with fiscal and audit oversight of the County's financial affairs; including statutory compliance requiring adherence to a variety of laws, adherence to generally accepted accounting principles promulgated by the Government Accounting Standards Board (GASB), and enforcing budgetary compliance with adopted budgets.

In the absence of the County Auditor (Chief Financial Officer), the First Assistant County Auditor is the County Auditor's designee for and has all the decision-making authority statutorily vested in the County Auditor. Supervises department employees, including assigning and reviewing work, training, completing performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel; direct oversight of the day to day financial affairs and related accounting functions and transactions of the County, involves: direct responsibility for audit, accounting, and fiscal services; direct the oversight of all official's financial books and records;

Responsible for the preparation of the Comprehensive Annual Financial Report (CAFR); including preparation of all related journal entries, workpapers and supporting documentation. Must ensure 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 maintain high ethical standards.

### ORGANIZATIONAL RELATIONSHIPS:

This position reports directly to the County Auditor. This position supervises departmental personnel in the absence of the County Auditor. This position has regular contact with the general public, other department employees, all county departments, banks, vendors, elected and appointed officials, and external auditors.

### RESPONSIBILITIES

- Supervises and advises all audit, accounting, grant, budgeting, and accounts payable personnel within the County Auditor's office;
- Serves as the County Auditor in his or her absence. Attends meetings and makes recommendations to departments related to accounting and auditing policies and procedures;
- This position 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 laws and regulations;
- Responsible for the preparation of the Comprehensive Annual Financial Report (CAFR); including preparation of all related journal entries, workpapers and supporting documentation. Must ensure that

**CLASS NO. 202** *(Continued)*

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 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 and financial reporting, which may include implementing any new governmental accounting standards in addition to coordinating the implementation of recommended changes made by the GFOA ;
- Prepare 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 Standards Board (GASB). Monitors and implements changes in response to legislation relevant to 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 and to ensure legal compliance throughout the County on financially related matters;
- Oversees the evaluation on the systems of internal controls and makes 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;
- Reviews daily, weekly, monthly and annual reports for accuracy prior to signature by self or County Auditor;
- Reviews, approves, and posts daily, monthly and year-end closing general journal entries. Supervises opening and closing of fiscal months and years;
- Reviews and approves bank transfers;
- Reviews all bank reconciliations, or ensures this duty is assigned to a staff member;
- Manages the operations (accounting, reporting, payables, and funds control, and auditing) and monitors internal control procedures to assure accurate financial accounting and reporting; supervises department employees, including assigning and reviewing work, training, completing performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel;
- Handles a variety of problems, questions, or situations to ensure compliance with generally accepted governmental accounting principles, established criteria, as well as internal controls, policies and procedures;
- Reviews and monitors records pertaining to fixed and material assets such as equipment and buildings to ensure compliance with Fixed Asset Policy and GASB reporting requirements;
- Reviews and approves financial grant reports prior to submission to granting Agency for accuracy and compliance with mandates and regulations;
- Manages all aspects of audit services for assigned engagements, including: planning, budgeting, scheduling, risk assessments, preliminary audit surveys, methodologies, fieldwork, audit program, work paper review, report writing, quality assurance, and presentation of results and recommendations for basic and complex engagements as applicable;

**CLASS NO. 202 (Continued)**

- Schedules, plans, and supervises the County's internal audits and internal examinations of various County departments, contracts, and agreements. Reviews and approves audit workpapers and reports;
- Ensures and supervises that the general ledger is monitored, monitoring cash and fund balances;
- Assists with the preparation of the Juvenile Services and Community Corrections and Supervision Department (Adult Probation) annual budget. Prepares and provides information, educates departmental staff regarding the budget process, and reviews and prepares budget information for these departments;
- Consults with and advises County department heads, officials, supervisors and employees regarding financial matters;
- Reviews and corrects the work of the office staff. Plans, prioritizes, assigns, and supervises departmental projects and activities. Trains and assists departmental staff and realigns duties and workloads to accomplish deadlines;
- Manages office staff and resolves conflicts and problems. Provides guidance and leadership to staff.
- Performs employee evaluations and performance reviews; and
- Assists County Auditor and staff members in their respective positions, as well as other county departments and agencies.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Professional knowledge of federal, state, and local laws and protocols related to auditing, grants and accounting.
- Professional knowledge of Generally Accepted Government Auditing Standards (GAGAS), Governmental Accounting Standards Board (GASB) Pronouncements, Generally Accepted Accounting Principles (GAAP), Uniform Administrative Requirements (2 CFR Part 200), Statements on Auditing Standards (SASs) and the State of Texas Uniform Grant Management Standards (UGMS).
- Professional knowledge of the principles, practices, terminology and techniques of public accounting, governmental accounting, finance, budget, bookkeeping and auditing.
- Professional knowledge of County transaction practices and procedures.
- Professional knowledge of basic arithmetic, algebra and statistics including add, subtract, multiply, divide, interest, decimals and percent.
- Exceptional knowledge of supervisory practices and techniques.
- Proficient knowledge of accounting software systems.
- Exceptional skills in expressing oneself clearly and concisely, both orally and in writing
- Exceptional knowledge of modern business office practices and procedures.
- Exceptional knowledge of Guadalupe County regulations, policies, and procedures.

**ACCEPTABLE EDUCATION AND/OR EXPERIENCE**

- Bachelors degree from an accredited university with a major in Accounting or a related field;
- a Certified Public Accountant is preferred;
- Minimum ten (10) years of experience in a progressively responsible financial management or leadership role with five (5) years with a government organization, preferably 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 in the areas of governmental accounting and auditing.

### **SUPERVISION**

- The First Assistant is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, compatibility with other work, thoroughness, accuracy, and effectiveness.
- The First Assistant provides administrative direction with assignments in terms of broadly defined missions or functions and is responsible for planning and carrying out assignments, resolving conflicts, coordinating work with others, and determining the approach and methods to be used.
- The First Assistant and County Auditor, in consultation, develop the deadlines, projects, and work to be done. The County Auditor is informed of progress, potentially controversial matters, and assists this position with unusual circumstances that do not have a clear precedence.
- The First Assistant supervises the professional accounting staff of the County Auditor's office by training, instructing, reviewing work, correcting work, assigning work, and assisting with performance evaluations, employee disciplining, hiring and firing.

### **GUIDELINES**

The First Assistant Auditor uses initiative and resourcefulness in deviating from traditional methods or in researching trends and patterns to develop new methods, criteria or proposed new policies. This position must also participate in locating and selecting the appropriate guidelines such as the County policies, state and federal regulations, established precedents, and work directions. This employee may interpret and adapt these guidelines for application to specific cases and problems. The First Assistant County Auditor must analyze the results and recommend changes. This position must have a strong work ethic. The First Assistant Auditor must follow directions, meet deadlines, have good attendance, be punctual, keep promises, demonstrate safety, be reliable, and have a proper attitude. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be adaptable and a self-starter.

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **GUIDELINES**

The First Assistant uses initiative and resourcefulness in deviating from traditional methods or in researching trends and patterns to develop new methods, criteria or proposed new policies. This position must also participate in locating and selecting the appropriate guidelines such as Guadalupe County policies, state and federal regulations, established precedents, and work directions. This employee may interpret and adapt these guidelines for application to specific cases and problems. The First Assistant must analyze the results and recommend changes. This position must have a strong work ethic. The First Assistant must follow directions, meet deadlines, have good attendance, be punctual, keep promises, demonstrate safety, be reliable, and have a proper attitude. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be adaptable and a self-starter.

### **EMOTIONAL DEMANDS**

This position must handle a stress level of planning, coordinating, and advising on work efforts trying to resolve operating problems by influencing or motivating members of the general public and Guadalupe County departments. The First Assistant meets with contacts in a structured setting at Guadalupe County facilities. The contacts are generally cooperative and working toward mutual goals.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 25 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:  
202-First Assistant Auditor**

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.