



HAYS COUNTY JOB POSTING

Job Title	Internal Auditor II	Job Number	606-0025-100518
Department Head	Auditor	Date Open	October 5, 2018
Salary Range Minimum	\$4,159.40 Monthly	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Employment Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.barrios@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.barrios@co.hays.tx.us

Education and/or Experience

- Requires bachelor's degree in business, accounting or closely related area.
- Requires three years' work experience preferably in the areas of governmental accounting and auditing.
- Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Government Auditing Professional (CGAP), or other approved Certification may substitute for one year of experience.

Other Qualifications, Certificates, Licenses, Registrations

- Ability to obtain and maintain any of the following certifications: Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, or Certified Government Auditing Professional
- Class "C" Driver's License.
- Ability to maintain continuing education requirements for the State of Texas.

Required Skills

- Professional skill in directing and participating in the various internal auditing activities.
- Professional skill in following County fiscal policy and procedures.
- Professional skill in working with mathematical concepts such as probability and statistical inference.
- Professional skill in maintaining accounting records and report preparation.
- Professional skill in grasping the technical, regulatory and political implications of proposed programs, policies and regulations.
- Professional skill in reading, understanding, interpreting, and following 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.
- Professional skill in applying mathematical and algebraic concepts such as fractions, percentages, ratios and proportions.
- Professional skill in reviewing, correcting and evaluating the work of others.
- Exceptional skill in ability to work with sensitive information under somewhat stressful conditions.
- Exceptional skill in establishing and maintaining effective working relationships with supervisors, co-workers and the public.
- Exceptional supervisory skills.
- Exceptional skill in keeping others informed.
- Exceptional skill in identifying problems and developing solutions.
- Exceptional listening skills.

Summary

Under general direction, the Internal Auditor II performs the internal audit work for the County Auditor of all departments and entities collecting revenues or receiving financial assistance from the County by assessing the effectiveness of controls, the accuracy of financial records and the efficiency of County operations. The Internal Auditor II is responsible for the timely scheduling and performance of financial, operational, compliance and assurance audits of offices throughout the County. This position also assists in the maintenance of the records of County fixed assets. The work involves treating a variety of problems, questions, or situations in conformance with, as well as establishing criteria, policy and procedures. This position affects the economic well being of Hays County.

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

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.