



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Auditor's Office	JOB GRADE:	N/A
JOB TITLE:	County Auditor	BI-WEEKLY SALARY:	\$4,663.42 - \$5,598.58 or commensurate on experience
LOCATION:	501 N. Thompson Conroe, TX 77301	CIVIL SERVICE:	N/A
SHIFT HOURS:	Monday-Friday (8:00am-5:00pm)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Education, Experience and Skill Requirements

To be considered for this position a completed Montgomery County Application and Resume are **REQUIRED**

- Bachelor's Degree in Business Administration, Accounting, or Finance from an accredited university
- Master's Degree in Business Administration, Accounting or Finance
- Licensed as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) preferred
- At least 7 years' progressive management experience in a public or private sector financial accounting & auditing
- Statutory Qualifications require a competent accountant with at least 2 years' experience in auditing and accounting; thoroughly competent in public business details; unquestionable good moral character and intelligence
- Experience with implementation of a Tier I Enterprise Planning System (ERP) preferred
- Adept in a governmental auditing standards, generally Accepted Accounting Principles (GAAP) and professional auditing standards
- Strong leadership experience

Primary Job Duties

- Provides general oversight of books and records of the County related to collections and disbursement of revenues, funds, and fees
- Prescribes the system of accounting for the County and its departments
- Prescribes accounting policies and procedures in accordance with state law and Generally Accepted Accounting Principles (GAAP)
- Prepares the statutorily required Comprehensive Annual Financial Report (CAFR), and monthly financial reports as required by state statutes and prepares a Popular Annual Financial Report (PAFR)
- Maintains good working relationships with other agencies, county, state and federal departments
- Performs compliance and financial reviews/audits of the records and accounts of County departments
- Presents written reports of audits/reviews of County entities to the Commissioners Court and the Board of Judges
- Examines and approves claims, bills, and accounts against the County and submits audited claims lists to Commissioners Court for consideration and approval
- Leads, supervises and appoints staff, by establishing departmental policies, procedures, goals and directives and directs departmental activities by establishing appropriate standards and organizational structure

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	495-9500-1	Requisition No:	2672
Date Posted:	9-21-2018	Equal Employment Opportunity Employer	