

**WILLACY COUNTY
JOB ANNOUNCEMENTS**

FIRST ASSISTANT - Conduct internal audits of County Departments. Perform complex, highly advanced accounting and financial analysis and critical research. Interpret results and provide alternatives for further consideration.

Bachelor's Degree in Accounting, with five to seven years experience, preferably in governmental fund accounting; CPA or MBA preferred.

Position performs various duties in support of the County Auditor's functions. Prepare required reports for County Auditor, State, and Federal Agencies.

Position requires the ability to work accurately under pressure and meet deadlines; knowledge of generally accepted accounting practices and procedures, knowledge of computer systems and of standardized accounting software and experience with WINDOWS environment to include EXCEL spreadsheets and Microsoft WORD. Usage of calculator (by touch) at medium speed.

Candidates with equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

DEADLINE:

Position will remain open until filled.

Resume should be mailed to:

**Willacy County Administrative Building
Auditor's Office
576 West Main Avenue Suite #138
Raymondville, Texas 78580**

"An Equal Opportunity Employer"