

## **POSITION:**

- Navarro County Auditor

## **JOB SUMMARY:**

- Directs and oversees the operations of the County Auditor's Office to include the Internal Audit and Financial divisions
- Administers accounting records for all County departments
- Forecasts financial data for budgetary formulation purposes
- Responsible for Commissioners Court financial operations and disbursement of County funds
- Advises and informs Commissioners Court regarding all County financial and operational matters

## **ESSENTIAL DUTIES:**

- Responsible for planning and managing strategic initiatives of internal auditing and financial accounting for the County.
- Oversees all county accounting functions in compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and applicable laws, codes, and regulations.
- Assures financial transparency and accountability through regular internal audits and annual, independent audits.
- Maintains the general ledger for the County and ensures accurate and timely recording/reporting of financial information.
- Oversees the preparation of the Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR).
- Implements projects and regional efforts which require working with cities.
- Develops, recommends, and implements a compliant financial accounting system.
- Oversees and monitors finance functions including auditing, accounting, investing, grant accounting, debt insurance, and budgeting.
- Manages the mandated internal audit processes and verification for county officers who collect fines, judgments, or fees in accordance with Texas State Statutes using formal risk assessment guidelines.
- Leads, supervises and appoints staff, by establishing departmental policies, procedures, goals and directives and directs departmental activities by establishing appropriate standards and organizational structure.
- Monitors and manages work performance of direct reports including evaluating program/work objectives and effectiveness of individual job performance.
- Enforces regulations necessary for speedy and proper collecting, checking and accounting of the revenues and other fees and funds of the County.
- Completes continuing professional education courses/credits relating to duties of county auditor and Texas State Board of Public Accountancy for certified public accountants.

- Maintains good working relationships with other agencies, county, state and federal departments.
- Administers and supervises department personnel matters which include hiring, termination, and employee review/evaluation, motivation, recommending pay increases or actions, and recommending continuing education opportunities that are available for staff.
- Readily complies with departmental and county-wide policies and procedures.
- Performs related special duties as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

**PHYSICAL DEMANDS:**

- Extensive computer entry, typing, sitting, and driving to other county, state, and federal related offices.

**ENVIRONMENTAL FACTORS:**

- Speak in public and perform varied public relations activities.
- Works collaboratively with other County executives, elected officials and department directors.
- Work is conducted indoors in air-conditioned, smoke-free office.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Public Finance Officer (CPFO).
- Ten (10) years' experience managing and supervising a multimillion dollar financial organization.
- Working knowledge of government auditing and accounting is essential.
- Five (5) years of demonstrated supervisory experience in the public sector or a comparable environment: medium to large sized organization.
- Fund accounting experience with an extensive proven knowledge of GAAP, GASB, and applicable laws, codes and regulations.
- Excellent interpersonal, oral and written communication skills.
- Strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically.
- Ability to make sound decisions quickly and communicate effectively within a large and diverse organization.
- Must be a resident of Navarro County or be willing to move to Navarro County within 6 months of appointment.

**EMPLOYMENT TESTING:**

- Employment is contingent on passing post-offer, pre-employment criminal background investigations.

**PREFERRED REQUIREMENTS:**

- Master's Degree in Business Administration, Accounting, Finance, or related field.
- NetData system software experience.
- Ten (10) years of directly applicable work experience in a professional capacity in accounting and finance, i.e., an entire Auditor's department.
- Auditor work experience in state or local government.

**IRREGULAR HOURS:**

- Work outside of the normal office hours may be required to meet deadlines and accuracy requirements.
- Non-Essential Personnel for Emergency Situations; unless employees are designated by Department Heads of employees are in other offices that are open.

**FAIR LABOR STANDARDS ACT (FLSA) STATUS:**

- Exempt (Salary)

SUPPLEMENTAL INFORMATION: Please submit all applications with a cover letter, resume, and references to Melissa Butler at [mbutler@navarrocounty.org](mailto:mbutler@navarrocounty.org). The 13<sup>th</sup> District Court will accept applications until February 3, 2017. The 13<sup>th</sup> District Court is located at 300 West 3<sup>rd</sup> Avenue, Suite 202A, Corsicana, TX 75110.

Navarro County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.