

# COUNTY OF GILLESPIE JOB DESCRIPTION

## Assistant County Auditor For County Auditor Office

**JOB CODE:** 5616

CLASSIFICATION: Non-Exempt (7-day, 40 hour work period, Sunday through Saturday); Full-Time

OCCUPATIONAL CATEGORY: Financial Specialists / Accountants & Auditors

WAGE SCALE: Pay Group 16 ... Salary Range \$17.47 per hour – \$25.33 per hour.

Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum range.

**PAY PLAN:**

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule, overtime compensation will be computed on a 40-hour WORK period.

**LEAVE/BENEFIT PLANS:**

Leave package includes vacation (80 hours after first year), holiday (15 paid holidays per year), and sick leave (1.85 hours accrued per pay period).

Benefit package includes mandatory retirement plan (Texas County & District Retirement System); group medical/prescription drug coverage fully paid for employee (optional); Section 125 Cafeteria Plan (premium deferred only); elective insurance coverages through payroll deduction; and Deferred Compensation Plan (457k).

**GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:**

Perform internal audits of offices/departments to assess the handling of cash, safeguarding of assets, reporting of transactions, and complying with statutes, policies, and procedures. Assist County Auditor with daily functions as may be required in order to complete tasks in a timely and efficient manner.

**ORGANIZATIONAL RELATIONSHIP:**

REPORTS TO: County Auditor

RESPONSIBILITY FOR OTHERS: At times, supervises other staff member in absence of County Auditor.

OTHER: Has frequent contact with county officials and employees, the general public, officials / employees from other governmental entities, and various suppliers of goods and services.

**ESSENTIAL DUTIES / FUNCTIONS may include, but are not limited to the following:**

Conduct detailed internal audits of County departments/offices and special funds.

Participate in the purchasing process (including bids, proposals, and qualifications) for goods and services and helps with control/oversight of the County credit card program.

Conduct physical inventory reviews during internal audits and identify any discrepancies between the inventory system and the physical count.

Prepare billings to outside sources and monitor receipts from those sources.

Assist County Auditor with grant administration, property/liability insurance, budget, and financial reporting.

Prepare required accounting entries and reports in conformity with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB).

Participate in the review, verification, and check writing process of accounts payable and payroll.

Assist with the coordination of the annual external audit and support the external auditors by locating claims, assets, documentation, and other information as may be required.

Assist other county departments with financial reports, purchasing information, and miscellaneous questions and problems.

Perform computer data entry into various software systems.

Participate in special projects such as surveys, system implementation, financial analysis, etc.

Assume the duties of County Auditor in his/her absence.

**ADDITIONAL DUTIES/FUNCTIONS may include, but are not limited to the following:**

Perform general administrative functions and assist other office personnel as may be assigned or required.

Work in a safe and efficient manner and report any safety hazard observed within the County

Perform other related duties/functions as may be assigned or required.

Must be able to function with a minimal amount of supervision, meet frequent deadlines, and be detail oriented.

Answer routine telephone and office inquiries concerning functions of the County Auditor Office.

Attend training classes or conferences from time to time.

Securely maintain files, documents, and reports related to the functions of the County Auditor Office.

Handle other tasks as may be assigned.

**WORKING CONDITIONS and SCHEDULES:**

**PHYSICAL DEMANDS:** While performing the duties of this position, the incumbent is regularly subjected to repetitive motor movements such as data entry, stooping, bending, lifting, pushing, pulling and using office equipment (telephone, calculator, scanner, copier). The request for assistance with heavy or cumbersome object(s) is required for personal and material safety.

**ENVIRONMENTAL DEMANDS:**

Location is the Gillespie County Courthouse in a normal office environment (general air conditioning / heating) with a single-person work area.

**SCHEDULES:**

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Regular work attendance is essential. Incumbent must arrive at work on time, be prepared to perform assigned duties, and work assigned schedule. Requested accommodations to work

hours and schedules are considered on an individual basis. Time off requests must be submitted to supervisor for approval. Any absences must be reported to supervisor as soon as possible. Incumbent is required to record his/her work hours properly and to submit time records promptly to the supervisor. Travel time away from home with possible overnight stay(s) may be required.

**MINIMUM REQUIREMENTS / QUALIFICATIONS:**

Must be at least 18 (eighteen) years of age.

Bachelor degree in accounting or a bachelor degree in finance or business with at least eighteen (18) hours of accounting. CPA is preferred.

Must have at least three years experience in accounting

Gillespie County requires all applicants to consent to a criminal background check. Gillespie County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications for required security clearance.

**OTHER REQUIREMENTS:**

Knowledge and skillful use of Excel, Word, financial software, the internet, and email

Good oral and written communication skills

Ability to deal with change positively and effectively

Ability to multi-task and meet frequent deadlines

Ability to use office equipment efficiently

Ability to maintain confidentiality of information/records as required by law

Ability to understand and follow English instructions (verbal, written, telephone).

Ability to establish and maintain a professional relationship with elected officials, staff, co-workers, and general public.

Incumbent 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.

**APPLICATION:**

Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.