

DEPT: LAVACA COUNTY AUDITOR
JOB TITLE: FIRST ASSISTANT COUNTY AUDITOR
SUPERVISOR: COUNTY AUDITOR

DEFINITION:

To lead, oversee and participate in the more complex and difficult work of staff responsible for performing various accounting duties including preparing monthly audit reports, trouble shooting, preparing and processing accounts payable, auditing various departments, and has contact with all county departments. Must be able to take place of County Auditor in the event County Auditor is unavailable.

DISTINGUISHING CHARACTERISTICS:

Employee must perform the most difficult and responsible type of duties assigned. Receives direction only from the County Auditor and provides supervision to other staff members. The person must prepare work papers and internal and external auditors and has contact with all county departments. Conducts examinations of the accounts of the various county departments; points out discrepancies and recommends corrective action; and performs other related duties as required.

ESSENTIAL FUNCTIONS:

Duties include, but are not limited to, the following:

- Examine all claims, receipts, and disbursements for legitimacy; prepare and code claims for disbursement; posts all claims; process checks for accounts payable and accounts payable reports.
- Supervise and participate in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts.
- Examine and verify financial documents and reports for accuracy from various county departments.
- Trouble shoot departmental issues and administer departmental budgets determining if funds are available. Research and analyze transactions to resolve budget problems. Provide analysis of available funds at management request.
- Prepare and submit monthly and annual audit reports; completes reports required by federal and state such as: Tobacco Settlement and Road and Bridge.
- Respond to inquiries of department heads and/or elected/county officials and provides information requested.
- Complete application for certificates of title and licenses for County vehicles.
- Prepare annual 1099-Misc forms submit to IRS.
- Conduct and assist with internal audits.
- Perform other duties as may be assigned and be bondable.

KNOWLEDGE & ABILITIES:

Knowledge of:

- Accounting principles and the ability to apply the principles to a variety of accounting transactions.

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- Governmental accounting principles and practices.
- Various operations, services, and activities of accounting program/software.
- Financial research and report preparation methods and techniques.
- Principles and practices of financial auditing.
- Principles and practices of budgeting.
- Pertinent Federal, State and local laws, regulations, codes including laws regulating public finance and fiscal operations.
- Modern office methods, practices, procedures and equipment.

Ability to:

- Examine and verify financial documentation and reports.
- Communicate effectively, orally and in writing.
- Interpret, explain, and enforce county policies and procedures.
- Prepare a variety of financial statements and reports.
- Establish and maintain effective working relationships.
- Learn and apply governmental rules and regulation regarding accounting and auditing practices.
- Lead, organize and review the work of staff in different areas of work assigned.
- Work independently in the absence of supervision.
- Ability to maintain a physical condition necessary for sitting for prolonged periods and lifting up to 30 pounds.

EXPERIENCE AND TRAINING:

Minimum of three years of work experience in the field of accounting involving use of professional accounting techniques and principles with at least one year of which shall include audit and examination of accounts maintained by other departments, agencies or businesses.

Prefer a combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in accounting or business administration.