

# COUNTY AUDITOR

**Lavaca County**

**Hallettsville, TX**

Job Description **COUNTY AUDITOR** Salary: Commensurate with experience

## **JOB DESCRIPTION**

The duties of County Auditor are described in the Texas Constitution and Statutes. The County Auditor is appointed by the state District Judges serving in Lavaca County. The County Auditor position has a two-year term of office.

The County Auditor is responsible for maintaining the financial records of the county. The County Auditor is responsible for establishing the systems of financial accounting and reporting for all offices of the county.

The Auditor also establishes the system of internal controls and is responsible for auditing the financial records of each office in the county that collects and disburses county revenues, taxes, fees, fines, and all other monies.

The duties of the County Auditor also include supervising the staff in the County Auditor's Office.

The County Auditor assists the Commissioners Court in the development of an annual detailed and comprehensive budget for all funds. The auditor sees to the strict enforcement of the adopted budget.

The County Auditor has oversight of the Accounts Payable functions. The auditor approves all disbursements of the county after auditing them to ensure their legality, and compliance with the budget.

The Auditor oversees the Payroll functions including preparation of each payroll and maintenance of all employee files with regard to payroll and benefits.

The Auditor prepares monthly and annual financial reports for the Commissioners Court and District Judges as well as for the public.

The County Auditor is also responsible for the accounting and reporting requirements with regard to any Federal or State grants received by the county.

## **QUALIFICATIONS**

County Auditor as per Texas Local Government Code, Sec. 84.0085, must currently possess or obtain within one (1) year of employment 40 classroom hours of instruction in courses relating to the duties of the county auditor and accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants.

- Bachelor's Degree from an accredited university in Public or Business Administration preferred, Certified Public Accountant preferred, with management experience in government accounting and auditing •

Financial management in a government organization to include executive level experience. Texas County Government preferred. • Knowledge of principles, practices and terminology in accounting, auditing and financial management • Knowledge of advanced professional techniques used in the accounting field • Knowledge of relevant local, state and federal laws • Knowledge of county departmental operations, organization, accountability and responsibility • Knowledge of generally accepted governmental accounting and auditing principles • Knowledge in the preparation and interpretation of statistical, technical and narrative reports • Skilled in planning, organizing, directing and coordinating the work of professional and clerical personnel • Skilled in problem analysis and the development and implementation of solutions • Excellent in oral and written communication • Pass a criminal background check, bondable and possess a valid Texas Driver's License • Knowledge of administrative management and planning • Maintain strict confidentiality

Be available for work beyond standard workday or workweek hours as necessary.

**THE COUNTY AUDITOR MUST BE:**

- A person of unquestionably good moral character and intelligence • thoroughly competent in the administration of public business • a competent accountant, qualified in auditing and accounting • skilled in interpersonal relationships and office management duties. The County Auditor provides vision and leadership in the financial activities of the County.