

WICHITA COUNTY

Job Announcement



Posting Number: 2020-002

POSITION: COUNTY AUDITOR

LOCATION: Wichita County Courthouse/Courthouse Annex

SUPERVISOR: District Judges of Wichita County

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday (Additional hours may be required)

SALARY: Up to \$107,604.00 Annually (Depending Upon Qualifications)

POSTING DATE: January 16th, 2020

CLOSING DATE: Open Until Filled

► **GENERAL DESCRIPTION:**

Wichita County is searching for motivated candidates interested in a career in governmental auditing. The County Auditor is appointed by the State District Judges of Wichita County. The County Auditor ensures that Wichita County's various officials and departments are spending public money legally and responsibly. This is accomplished by performing by administering the budget passed by the Commissioners Court and auditing the records of the various county offices and departments.

► **ESSENTIAL DUTIES:**

- . Prepares and administers accounting records for all county funds.
- . Audits the records and accounts of the various county departments.
- . Administers the county budget as approved by the Commissioners Court.
- . Forecasts financial data for budgetary formulation purposes.
- . Processes payroll and purchasing in a timely and efficient manner.
- . Ensures County operations are in compliance with statutes, guidelines and policies and reports discrepancies.
- . Prepares various timely internal and external reports associated with audit activities.
- . Compiles, researches, reviews, analyzes, and prepares timely end of the year reports as necessary.
- . Participates in special projects as requested by Commissioners Court or other County offices.
- . Monitors vendor compliance with contract terms.
- . Prepares and presents a yearly budget to the District Judge's for approval ensuring efficient use of County resources

- . Advises the Commissioners Court concerning financial conditions and the County's financial position as it relates to and affects the Commissioners Court in the decision-making process.
- . Provides advisory support to County offices and departments by assisting and responding to financial and operations issues.
- . Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees.
- . Fosters a cooperative working relationship with County officials and employees.
- . Reports to the State District Judges.
- . Performs other duties as may be assigned.

► **MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Bachelor's degree from an accredited university or college in Accounting.
- Licensed Certified Public Accountant by the Texas Board of Public Accountancy, qualified in accounting and auditing.
- At least five years of experience as a CPA and 2 years of experience with governmental accounting.
- Unquestionably good moral character and intelligence.
- Thoroughly competent in the administration of public business.
- Experience with software accounting systems such as Tyler Software Group and/or Munis.
- Skilled in interpersonal relationships and office management.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to occasionally lift and move loads weighing up to 50 pounds.
- The Auditor's Office is a non-smoking environment.
- **START DATE:** Interviews will be conducted as applications are received.

► **APPLY TO:**

To be considered for employment, please complete the Employment Application found on the Wichita County website at <https://wichitacountytx.com/current-job-listings/>. Please submit your completed Wichita County Employment Application, cover letter, resume, transcript and writing sample to:

The Honorable Jeff McKnight
Administrative Judge, 30th District Court
Wichita County, Texas
900 7th Street
Wichita Falls, Texas 76301
Or email to: carol.patterson@co.wichita.tx.us

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.

