

WICHITA COUNTY

Job Announcement



Posting Number: 2020-010

POSITION: COUNTY AUDITOR (Amended Posting)
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: June 1, 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 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.
- 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 Human Resources website at http://www.co.wichita.tx.us/Human_Resources/. 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.

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have applied for employment with Wichita County. It is my desire that they be informed as to my previous record and character in determining my qualifications and suitability for the position. For this specific reason, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privileged nature to a duly authorized agent of the Wichita County Human Resources Office.

The following are examples of the type of information being requested:

- | | |
|----------------------------------|----------------------------------|
| Criminal arrest records | Employment records |
| Jail and custody information | Performance evaluations |
| Detentions, field citations | Disciplinary reports |
| District Attorney records | Credit history |
| Polygraph results | Other court records/reports |
| Probation/parole reports/records | Traffic accident reports/records |

I authorize Wichita County to read, review, or photocopy any documents to allow them to assess my suitability for the position.

I also understand that if my background investigation for this position should uncover information that I have, or am suspected of having, or have been engaged in illegal activities, the information will likely bar me from further consideration for this position and the information will be handed over to the appropriate law enforcement agency that has jurisdiction over investigating the illegal activity.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this notarized waiver is to be considered as valid as an original waiver even though it does not contain an original signature.

I hereby release you, your organization, and others from liability or damage which may result from furnishing the information requested.

_____	_____	_____
Print Name	Social Security Number	Date of Birth

_____	_____
Signature (MUST be notarized)	Date

This instrument was acknowledged before me on _____ by _____.
(Date) (Name of person acknowledging)

Notary Public

_____	_____
Printed Name	My Commission Expires