

BANDERA COUNTY  
Job Description

JOB TITLE: Clerk - Auditor

PAY GRADE: 13 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To assist the Auditor in performing the duties of office

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Auditor, Assistant County Auditor in absence of Auditor
2. Directs: N/A

GENERAL STATEMENT OF DUTIES:

In an efficient and accurate method performed in the Auditor's office, assist with the processing and accounting of Bandera County funds and equipment.

ESSENTIAL FUNCTIONS/DUTIES (may include but not limited to):

- \* Data entry of payables, prepare bills for computer processing, prepare checks for Treasurer;
- \* Maintain files and process claims for vehicle, property, and liability insurance;
- \* Maintain files for county-issued gas and credit cards;
- \* Assist Auditor and county departments with budget preparation;
- \* Inventory management such as auditing current inventory and moving surplus property and organizing it for auction/disposal;
- \* Records management: maintain files and records according to retention schedule;
- \* Assist auditor with special projects, reports, annual outside audit, and department audits;
- \* Assist with receptionist and secretarial duties;
- \* Errands for office;
- \* Regular attendance is required;
- \* Perform other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- \* Attention to detail; Ability to focus and transfer data from one or more documents to one or more other documents and self-verify to determine accuracy;
- \* General computer skills and knowledge of word processing and spreadsheet functions;
- \* General office practices and procedures;
- \* Ability to communicate both written and verbally;

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- \* Ability to organize time efficiently;
- \* Ability to establish and maintain effective working relationships with fellow employees, county departments, and external auditors.

PREFERRED EXPERIENCE:

- \* Microsoft Word and Excel;
- \* Inventory or logistics control.

PHYSICAL REQUIREMENTS:

- \* Ability to lift up to 50 lbs frequently;
- \* Constant use of computer and other office equipment;
- \* Frequently reach, lift, push, pull, and twist;
- \* Able to work in all weather conditions
- \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- \* High School graduate or GED equivalent;
- \* Valid Texas Driver’s License (or acquire one within 60 days of hiring).

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: \_\_\_\_\_  
 (Printed Last, First Name, MI)

Signature of Employee: \_\_\_\_\_

Approval: \_\_\_\_\_  
 (Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner’s Court: \_\_\_ 06-26-2014 \_\_\_\_\_  
 (Date)