

Notice of Employment

The Bandera County Auditor's Office is accepting applications for a **Full-Time First Assistant Auditor**. Duties to include, but not limited to, perform a variety of financial and clerical work relating to the operation of the auditor's office along with supervisor and audit duties. Examples include audit invoices, organize files, provide budget data to various offices, prepare for annual outside audit, data entry, tax paperwork. Please review job description for more information.

Applicant must be a team player with computer and organizational skills, general accounting experience, ability to communicate both orally and written, a high level of attention to detail, and be able to work set hours. The position has a starting pay of \$27.10/hour and a set policy on increases. Must be able to lift up to 50 lbs occasionally and have a valid driver's license. A bachelor degree in accounting or related field or multiple years of related experience is preferred.

Application and job description may be obtained at the county auditor/human resources office located at 1207A Pecan St, Bandera, TX, Monday-Friday 8:30 AM-4:00 PM. They are also available on line on the human resources tab at <https://www.banderacounty.org/page/hr.home> under the job openings tab. Applications will be accepted by Human Resources for 7 days from posting and then until position is filled.

Bandera County is an Equal Opportunity Employer.

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