

BANDERA COUNTY
Job Description

JOB TITLE: Assistant County Auditor

PAY GRADE 22

FLSA: Non-Exempt

EMPLOYEE NO.:

OBJECTIVE: To ensure that receipts and expenditures of county funds are properly accounted for and manage office in absence of County Auditor.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Auditor
2. Directs: Clerks in absence of Auditor

GENERAL STATEMENT OF DUTIES:

This position is functionally independent of all other county departments and the Commissioner's Court. Duties include assist the auditor in performing audits of departments; supervise accounts payable function, prepare monthly financial reports.

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

- * Assist/Audit all areas of Auditor Office including Accounts Payable, Payroll, Inventory, etc;
- * Occasional data entry of payables, journal entries, and budget amendments; prepare invoices for auditor approval; prepare checks for Treasurer;
- * Maintain files related to the office and its responsibilities;
- * Audit daily, weekly, and monthly bank balancing;
- * Assist in preparation of work papers for external auditors;
- * Respond to inquiries from vendors, departments, elected officials, and general public;
- * Assist Auditor, Commissioners Court, and departments in budget preparation;
- * Prepare and maintain reports with outside agencies to keep the county compliant with state and federal regulations;
- * Lift 10-25 lbs frequently and 25-50 lbs occasionally;
- * Regular attendance is required;
- * Perform other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- * General office practices and procedures;
- * Knowledge of auditing and/or accounting;
- * Intermediate computer skills and knowledge of word processing and spreadsheet functions;
- * Ability to organize time efficiently with a high level of attention to detail;

AUD-ASST

Created 11/29/11, Revised 6/13/13, 6/26/14, Grade increase 10/1/24,10/28/25

- * Ability to establish and maintain effective working relationships with fellow employees, county departments, and external auditors.

PHYSICAL REQUIREMENTS:

- * Ability to lift 10-25 Lbs frequently and 25-50 lbs occasionally;
- * Constant use of computer and other office equipment;
- * Frequently reach, lift, and twist;
- * 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 and at least two years work related experience;
- * Must be bondable;
- * Valid Texas Driver's License (or convert out-of-state within 30 days of employment).

PREFERRED EDUCATION AND SKILLS:

- * Degree in Accounting or Finance;
- * Five years' auditing or accounting experience;

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: _____
(Date)