



## CALDWELL COUNTY

**Job Title:** Assistant Auditor  
**Department:** Auditors Office  
**Location:** 110 S. Main St.  
Lockhart, Texas

**Salary:**  
**FLSA Status:** Non - Exempt  
**Prepared by:** Human Resources Dept.

\*Applications will be accepted until the position is filled.

\*Please return job applications/resume to Caldwell County Auditor Danie Teltow.

### **SUMMARY**

The Internal Auditor examines, reviews, and investigates county offices to ensure the safety of county assets. Audits of financial records are performed to ensure that all money received is recorded and deposited correctly and in a timely manner. Policies and procedures of county offices are reviewed for comprehensiveness and effectiveness. All work of the Internal Auditor is under the supervision of the County Auditor.

### **SUPERVISION RECEIVED**

Works under the general supervision of the County Auditor.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, organize and implement field work for the audits of all county departments or other such audits as directed by the County Auditor. Document all aspects of the audits, reporting results to the County Auditor with a draft of report indicating findings and recommendations. Assesses and recommends improvements
2. Prepares timely month-end, quarter-end, and annual payroll reports in coordination with the County Auditor's Office.
3. Coordinates with Human Resources during the benefits open enrollment period. Accurately enter all changes made during this period and ensure all is complete prior to the deadline.
4. Coordinate with Human Resources to provide Department Heads/Supervisors/Elected Official on payroll training.
5. Monitor Employee Self Service (ESS) / Incode for employee time and attendance on weekly basis.
6. Input of all journal entries to ensure all transactions against general ledger.
7. Ensures County Treasurer's Office allocates all revenues to general ledgers.
8. Assume the responsibility of receiving and sorting incoming payments. Manage the status of accounts and balances. Issue and post billing, receipts and invoices.
9. Maintain and Report County-Wide utility usage and expenses.
10. Oversee the registration of County motor vehicles; processes renewals of registration; creates reports.
11. Overseas and manages County-Wide Texas Fleet Fuel. Prepares weekly and monthly reporting for billing purposes.
12. Preparation of various analyses related to monthly expenses and revenues
13. Various special projects as determined by the County Auditor

*Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by management.*

## **MANDATORY QUALIFICATIONS:**

### **EDUCATION and/or EXPERIENCE**

High School Graduate or GED; Bachelor's degree from an accredited college or university in accounting or business preferred.

Must have a minimum of three (3) years working in a business office. Familiarity with monthly processes of accounts payable, accounts receivable and general ledger required. Education may be substituted for experience.

### **OTHER SKILLS AND ABILITIES**

Extensive software experience that includes Microsoft office suite (i.e. email, word, excel), Tyler Technology and other database programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work. Analytical abilities toward problem solving and resolution.

### **LANGUAGE SKILLS**

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

### **MATHEMATICAL SKILLS**

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

### **PHYSICAL DEMANDS**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_