



## **JOB DESCRIPTION**

**WORKING TITLE:**  
**DEPARTMENT:**  
**REPORTS TO:**

**3<sup>RD</sup> ASSISTANT AUDITOR**  
**COUNTY AUDITOR'S OFFICE**  
**COUNTY AUDITOR**

### **GENERAL DESCRIPTION**

This position is a non-exempt position that performs a variety of clerical, bookkeeping, accounts payable and human resource related duties to provide support for the daily operations of the County Auditor in accordance with departmental procedures and regulations as well as state laws and statutes.

This is a full-time, regular position.

### **ORGANIZATIONAL RELATIONSHIPS**

Has frequent contact with county officials, their staff and the general public

Very busy and multi-tasking positions

Must keep all work and conversations confidential and private

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process and prepare invoices, analyze, screen, approve and prepare county bills and purchase orders in accordance with the county budget.
- Input and process all accounts payable
- Crosstrain to assist with HR processing of new employees, insurance benefits, personnel records and terminations.
- Crosstrain to assist with ensuring compliance of personnel policies, FLSA, FMLA, workers compensation, HIPPA and other laws.
- Perform a wide variety of routine clerical work such as answering telephones, direct calls and taking messages with telephone numbers. Compile, copy, sort, and file records of the office.
- Assist with maintaining various office spreadsheets
- Regular attendance is required - must arrive at work on time, prepared to perform assigned duties and work assigned schedule

### **ADDITIONAL RESPONSIBILITIES**

- Run errands for the office, including, but not limited to, post office, and other county offices
- Perform other related duties as may be assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Apply correct business English, spelling, punctuation and math
- Operate routine office equipment, such as, computers, phones, copiers, scanners, faxes, calculators and postage machines
- Bookkeeping fundamentals
- Demonstrate proficiency and accuracy in both oral and written communication
- Have and maintain the ability to work independently
- Have and maintain the ability to use computer systems necessary to perform duties
- Must always possess a cooperative and positive attitude
- Make sound decisions in stressful situations

### **EDUCATION REQUIREMENTS**

- High school graduate or equivalent
- Knowledge in accounts payable or knowledge of governmental accounting
- Must be able to attend auditor's schools and seminars
- Must be able to research compliance of Texas statutes pertaining to county government