

POSITION: Assistant County Auditor

DEPARTMENT: County Auditor's Office

SUPERVISOR: County Auditor

ESSENTIAL DUTIES AND RESPONSIBILITIES- *Important Responsibilities and Duties may include but are not limited to the following: Some of the following duties may not occur on a regular basis but the need to cross train is important.*

1. Assists the County Auditor in accounting, purchasing, fixed assets, grant paperwork, revenue/expense budgeting, auditing payroll and maintains personnel records.
2. Handles Human Resources questions for County Employees
3. Processes all New Hire/Termination Paperwork and prepares copies for County Treasurer's Office
4. Enrolls new employees in benefits / Corresponds with benefit providers.
5. Makes changes to employees' insurance and benefits.
6. Ensure compliance with FLSA, FMLA, Workers Compensation, HIPPA and other laws.
7. Ensure compliance with County Personnel Policies and updating current County Personnel Policies
8. Audit/Review Accounts Payable by compare, analyze, screen and approve all county invoices in accordance with the budget.
9. Perform a wide variety of routine clerical work as needed by the County Auditor
10. Work with Commissioners' Court, all department heads, (elected or appointed), and the general public.
11. Assist in and conduct internal audits and cash counts of various County departments.
12. Review and verify various County department reports.
13. Assist in budget preparation and annual external audit.

QUALIFICATIONS AND EXPERIENCE

1. High School diploma or experience in accounts payable or knowledge of accounting, especially governmental.
2. Strong computer, organizational and oral and written communication skills
3. Proficient in 10-key and typing
4. Must be able to attend Auditor's schools and seminars.
5. Must be or become familiar with Vernon's Texas Statues pertaining to county government
6. Must be able to be bonded