

HILL COUNTY JOB DESCRIPTION

COUNTY AUDITOR

Hill County

Hillsboro, TX

Position: COUNTY AUDITOR **Salary:** Starting at \$135,000.00, plus benefits depending on Qualifications.

Summary of Position

The County Auditor provides vision and leadership in administering financial activities of the County and is chief financial officer and the fiscal officer of the County and is responsible for ensuring public funds are properly accounted for and expended in strict compliance with a variety of Texas Statutes government county finances. In Hill County the County Auditor performs financial and budgetary functions. The County Auditor is also responsible for all administrative, personnel and department operations of the County Auditor's office and reports directly to the District Judge.

JOB DESCRIPTION

The duties of County Auditor are described in Chapter 84 of the Texas Local Government Code. The County Auditor is appointed by the state District Judge serving in Hill County. The County Auditor position is a two-year term of office.

The County Auditor is responsible for maintaining the financial records of the county. The County Auditor is responsible for establishing the systems of financial accounting and reporting for all offices of the county.

The Auditor also establishes the system of internal controls and is responsible for auditing the financial records of each office in the county that collects and disburses county revenues, taxes, fees, fines, and all other monies.

The Auditor organizes and supervises internal audits of county departments and funds and assists external auditors.

The Auditor prepares monthly and annual reports to the Commissioners Court and the District Judge showing the aggregate amounts received and disbursed from each fund, the condition of each account, the amounts of county, district, and grant funds on depositary in the county depository, and such other data as requested.

The Auditor prepares and submits monthly, quarterly, and/or annual reports as required by grants and the feds or state such as: Tobacco Settlement, Indigent Defense, Road & Bridge Annual Report, State Fees, Governor's Grants, State Criminal Alien Assistance Program, SAM yearly renewal, etc.

The duties of the County Auditor also include supervising the staff of four in the County Auditor's Office.

The County Auditor assists the Commissioners Court in the development of an annual detailed and comprehensive budget for all funds, including preparing estimates of revenues and expenditures. The auditor sees to the strict enforcement of the adopted budget and prepares and submit budget amendments based on analysis of departmental budgets.

The County Auditor has general oversight of the Accounts Payable functions. The Auditor approves all disbursements of the county after auditing them to ensure their legality, and compliance with the budget, examines all claims, receipts, and disbursements for accuracy.

The County Auditor is responsible setting up and maintenance of vendor information for processing and electronic submission of annual 1099 statements.

The County Auditor prepares monthly and annual financial reports for the Commissioners Court and District Judge as well as for the public. In addition, the County Auditor is also responsible for the accounting and reporting requirements with regard to all Federal and State grants received by the county.

The County Auditor is responsible for maintaining the County's Fixed Asset system, depreciation, and submitting to the outside auditors.

QUALIFICATIONS

County Auditor as per Texas Local Government Code, Sec. 84.0085, must currently possess or complete within one (1) year of employment 40 classroom hours of instruction in courses relating to the duties of the county auditor and accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants.

Bachelor's Degree from an accredited university in Public or Business Administration, with a major in accounting or closely related field, MBA/MPA/CPA, preferred. Management experience in government accounting and auditing is a plus;

A minimum of 7 years' experience in a financial management role in a government or private organization to include executive level experience; Texas County Government experience preferred.

Knowledge of principles, practices and terminology in accounting, auditing and financial management; Knowledge of advanced professional techniques used in the accounting field; Knowledge of relevant local, state and federal laws; Knowledge of county departmental operations, organization, accountability and responsibility; Knowledge of generally accepted governmental accounting and auditing principles; Knowledge in the preparation and interpretation of statistical, technical and narrative reports; Skilled in planning, organizing, directing and coordinating the work of professional and clerical personnel; Skilled in problem analysis and the development and implementation of solutions; Pass a criminal background check, possess a valid Texas Driver's License; Knowledge of administrative management and planning; Must successfully pass a credit check which will be conducted in full compliance with the Fair Credit Reporting Act to ensure eligibility for required Surety Bond.

The County Auditor must be a person of unquestionably good moral character and intelligence; thoroughly competent in the administration of public business; a competent accountant, qualified in auditing and accounting; skilled in interpersonal relationships and office management duties. The County Auditor provides vision and leadership in the financial activities of the County.

Hill County Offers Excellent Fringe Benefits, including health, dental, vision, and life insurance protection, annual Leave, TCDRS retirement system, and paid holidays. Hill County has a mandatory direct deposit payroll program.