

Job Description: COUNTY AUDITOR

Department: Auditor's Office
EEOC Category: Officials/Administrators
FLSA: Exempt

SUMMARY OF POSITION

The Colorado County Auditor is an independent position appointed by the District Judges. The position has a two-year term of office. Has overall managerial responsibility for internal county auditing and accounting functions; approving all claims against the county prior to submission to Commissioners Court; and reporting on the county's financial status to the Commissioners Court and District Judges.

ORGANIZATIONAL RELATIONSHIPS

This position supervises personnel in the Auditor's office. This position has daily contact with department heads, officials, outside representatives, external auditors, county employees and the public.

EXAMPLES OF WORK

Provides general oversight of the financial books and records of all county, district, or state officers authorized or required by law to receive or collect money or other property that is intended for the use of the county or that belongs to the county.

Oversees financial record keeping. Prepares and administers account records for all county funds, receipts and disbursements; oversees the recording of financial transactions to provide accurate and timely financial reporting; maintains fixed asset records.

Oversees fiscal compliance with the county's budget and performs internal audits of all county offices which collect or disburse funds to insure that all transactions are accounted for.

Supervises complex accounting systems showing all transactions of the county relating to accounts, contracts, indebtedness, receipts, and disbursements.

Organizes and supervises internal audits of county departments and funds and assists external auditors.

Oversees and participates in the preparation of the Annual Comprehensive Financial Report for Colorado County.

Prepares monthly and annual reports to the Commissioners Court and the District Judges showing the aggregate amounts received and disbursed from each fund, the condition of each account, the amounts of county, district, and school funds on depository in the county depository, and such other data as requested.

Prepare 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, ARPA, FEMA, etc.

Examines and approves all claims, bills, and accounts against the county before submission to Commissioners Court, and checks all reports relating to finance, reporting on same to the Commissioners Court and assures that all expenditures comply with county budget.

Reviews purchase orders and expenditure requests from various department; assures their budget compliance, and makes suggestions and corrections as needed.

Prepare and submit budget amendments based on analysis of departmental budgets.

Examines all claims, receipts, and disbursements for accuracy, approves disbursements, posts all claims, runs checks for accounts payable and payable reports.

Set up and maintenance of vendor information for processing of annual 1099 statements.

Maintains accounts of all monies accruing to county offices and monitors these accounts for correctness. Supervises and participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.

Advises Commissioners Court in regards to budget status, bids and grants; and answers budget questions and questions regarding financial accounts.

Communicates financial information, capital projects, and debt financing undertaken by the county and related entities.

Prescribes and prepares forms to be used by all persons in collection of county revenues, as well as methods of keeping accounts and making reports.

Prepares estimates of revenues and expenses for the Commissioners Court for budget purposes.

Review daily cash receipt postings made by County Treasurer.

Oversees the Payroll and Human Resource functions including preparation of each payroll and maintenance of all employee files with the regard to payroll and benefits.

Administers FMLA and ADAAA by verifying leaves, certifications, accrued time, unpaid time, collecting premiums for benefits; reviews timesheets/documentation and enters into county financial software.

File and maintain workers' compensation claims.

Prepares all federal and state payroll reports, including annual W-2's.

Completes applications for certificates of title and licenses for County Vehicles.

Monitor the County's risk management and insurance activities.

Insures that all county officials and staff comply with the law governing county finances.

Supervises assistant auditors including instructing, assigning, reviewing and planning work, and recommending positions and salaries to the District Judges.

Responds for inquiries of county commissioners and provides information requested.

Performs such other duties as may be assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 10 pounds. Work is primarily conducted indoors.

Be available for work beyond standard workday or workweek hours as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting and financial management principles and practices with special emphasis on governmental accounting, reporting, and auditing; fiscal management and budget control; state and federal laws applicable to administrative and regulatory functions; knowledge of administrative and clerical procedures word processing software, spreadsheet software, managing files and records, completing forms and reports, grant application and administration and modern office procedures and equipment including extensive knowledge of computerized accounting systems. County departmental operations, organization, accountability and responsibility.

Skill/Ability to: establish and maintain effective working relationships with all county department heads and officials, District Judges, members of the Commissioners Court, and accounting and audit officials in local, state, and federal government agencies; hire, supervise, and train employees; demonstrate proficiency in both oral and written communication; present complex financial data in a format and manner which is easily understood by a non-financial audience; thoroughly competent in public business details, including knowledge of Texas laws, statutes, and regulations as they relate to county government and finances and work independently and creatively.

Must be: an active listener and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times. Skills of diplomacy and persuasion in dealing with other elected officials and staff members in the county. Able to communicate effectively in writing; also have the ability to read and understand information and ideas presented in writing. Good interpersonal skills in order to deal effectively with all levels of employees, elected and appointed officials and with the general public.

QUALIFICATION REQUIREMENTS

A competent accountant with at least two years' experience in auditing and accounting, preferably in the governmental sector; two to 3 years of supervisory experience.

CERTIFICATES AND LICENSES REQUIRED

Certified Public Accountant (CPA) preferred, but not required. A BBA in accounting is beneficial, but not required. Required to be bondable. Employee must maintain a valid Texas Drivers License and valid Texas Automobile Insurance. Employee will use their personal vehicle for local travel.

County Auditors are required to attain 40 hours of continuing education during each two-year appointment as provided in Local Government Code Section 84.008.