



JOB DESCRIPTION - Assistant Auditor

Department – County Auditor

FLSA: Non-Exempt

Type: Full Time Regular

POSITION SUMMARY

This position reports to the County Auditor. The Assistant Auditor provides administrative and accounting support to the County Auditor's office of Navarro County, Texas. Primary duties include daily, month-end and year-end accounting functions. Assists with various projects as assigned. This position is a regular full-time position.

ESSENTIAL RESPONSIBILITIES

- Sort and match invoices with purchase orders/requisitions for all departments.
- Review and verify invoices for appropriate documentation and approval prior to payment for all departments.
- Code invoices with correct general ledger codes conforming to standard procedures to ensure proper entry into the financial system.
- Assist with any other departments as needed.
- Create purchase orders for departments, record purchase orders into PO Outstanding Spreadsheet and file until invoice is received.
- Answering the phone.
- Greeting and assisting anyone that enters the office.
- Filing and scanning of documents.
- Verify cash receipts for the proper account and general ledger account code, file cash receipts for scanning.
- Audit and reconcile Jury funds, Petty Cash Accounts.
- Resolve vendor payment issues and reconcile vendor statements.

ADDITIONAL RESPONSIBILITIES

Any other duties as assigned or required within the scope of the department.

EDUCATION

- High School Diploma or equivalent; two years' experience in a related field.
- Bachelor or Associate Degree in Accounting or related field preferred, but not required.

EXPERIENCE

Minimum three years of experience in clerical and accounting procedures is required.



KNOWLEDGE/SKILLS/ABILITIES

- Expertise in the use of software programs to include, but not limited to, MS Excel and Word.
- Skill in operating computers and other common office machines.
- Ability to perform accurate, detailed work with permanent records, maintaining neat, well-organized records while dealing with numerous interruptions.
- Accurate keyboarding and data entry skills required.
- Ability to work quickly and accurately.
- Ability to communicate effectively both orally and in writing.
- Possess effective interpersonal skills, strong work ethic and professional demeanor.
- Ability to establish and maintain effective working relationships with coworkers and other County employees.
- Ability to exercise discretion in handling sensitive legal and confidential business matters.
- Ability to work with little or no supervision.
- Ability to report to work timely and as scheduled.

WORKING CONDITIONS

This position is inside the county offices in a normal office environment. It has frequent contact with the public and other county department employees. The noise level in this office varies, but is usually moderately quiet. Standard ventilation and lighting conditions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Navarro County for the position of Assistant Auditor and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is an FLSA non-exempt regular full-time position.

Employee's Signature

Date

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.