



County Auditor - County Auditor's Office - J04010 - 12500

Apply



County Courthouse

Full time

Posted Yesterday

JR100838

Base Pay: \$134,638.40 Annual

SUMMARY of POSITION:

Supervises and manages internal county auditing and accounting functions; approves all claims against the County prior to submission to Commissioners Court; prepares and manages the county budget; maintains personnel records and manages benefits; and reports on the County's financial status to the Commissioners Court and the Board of Judges.

ORGANIZATIONAL RELATIONSHIPS:

- 1. **Reports to:** Reports directly to the presiding Local Administrative Judge and Board of Judges.
- 2. **Directs:** First Assistant County Auditor and administrative oversight of the entire County Auditor's staff.
- 3. **Other:** Works closely with County Judge, elected officials, department heads and/or staff; independent auditors, insurance adjustors, vendors, various government agencies, other departmental personnel, including Texas Comptroller of Public Accounts, Office of Court Administration, State Representatives, State Senators, Texas Association of County Auditors, Texas Association of Counties and the Conference of Urban Counties, Secretary of State, Attorney General Office, federal agencies, US Attorney Office, financial advisors, bond counsel, and other county employees and officials.

ESSENTIAL DUTIES:

Assumes a statutory role in the management of the County Auditor's office with fiscal oversight of the County finances through statutory compliance requiring adherence to a variety of laws in fulfilling required duties and responsibilities.

As warranted, the County Auditor consults with the County Attorney and is statutorily authorized to request opinions from the Texas Attorney General to further clarify interpretations of the financial statutes.

Oversees compliance with Texas Statutes relating to county finances including prescribing the accounting systems, methods, forms, and timeliness of accounting and reporting and identification of funds for the Commissioners Court in managing the county budget.

Responsible for the oversight of the day-to-day financial affairs and related accounting functions and transactions of the County.

This includes direct responsibility for accounting, budget (County Auditor by statute estimates revenues of the County), finance (cash management and debt service, accounts payable), forecasting, strategic planning, grants, internal audit, (oversight of all officials' financial books and records) and ensuring statutory compliance with the adopted county budget and financial statutes.

Provides leadership in the development for the continuous evaluation of short and long term strategic financial objectives to include ensuring credibility of the County Auditor's Office by providing timely and accurate analysis of budgets, financial trends and forecasts and responses to financial inquiries and legal compliance.

ADMINISTRATIVE DUTIES:

Responsible for making financial recommendations on capital purchases, annual budget, and expense allocations; oversees financial planning for departmental functions and needs in concurrence with Commissioners Court approvals.

Works with County Judge, Commissioners Court, Elected officials and their staffs, department staff and other county staff to establish priorities and set schedules and budgets for timely completion of projects.

Assures that department recommendations that have been approved by Commissioners Court are carried out or complied with; forecast personnel and financial needs of all activities; keeps abreast of developments that affect the functions performed in each reporting section of the department.

Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safe working environment training and skills.

Emergency Preparedness Tier Level 1: Finance Section Chief in Emergency Operation Command. Required Courses are ICS 100, 200, 700, 800, ICS 300 and 400 in person classes (Prerequisites required). These must be completed within six months of hire date.

This position is part of Nueces County Emergency Management Team Tier Level 1 and is considered an essential employee as the Finance/Administrative Section Chief in the Emergency Operations Center.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Statutory: Good moral character and intelligence and competent business ability; two years' residence in the County and two years' experience as an accountant.

Non-statutory: Extensive knowledge of and ability to apply generally accepted accounting and financial management principles and practices with special emphasis on governmental accounting, reporting, and auditing; good working knowledge of fiscal management and budget and control; knowledge of state and federal laws applicable to administrative and regulatory functions; ability to establish and maintain effective working relationships with all county department heads, District Judges, members of the Commissioners Court, and accounting and audit officials in local , state, and federal government agencies and in the private sector; ability to hire, supervise, train, and motivate employees; thorough knowledge of modern office procedures and equipment including extensive knowledge of computerized accounting systems; ability to communicate effectively orally and in writing and to present complex financial data in a format and manner which are easily understood by a non-financial audience; and ability to work independently and creatively.

ACCEPTABLE EXPERIENCE AND EDUCATION:

Bachelor's Degree from accredited university in Public or Business Administration with a major in Accounting or closely related field; MBA/MPA preferred.

Must possess a minimum of 2 years' experience in a progressively responsible financial management role in a large government organization including two (2) years executive experience, Texas County Government experience preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERIFICATES AND LICENSES REQUIRED:

CPA preferred but not required.

Must have or obtain by date of hire Texas Driver's license applicable to job responsibilities, with a driving record acceptable to Nueces County policies.

Must successfully pass a credit check which will be conducted in full compliance with the Fair Credit Reporting Act.

Eligible for Surety Bond.

Statutory Continuing Professional Education is required as follows (CPE hours are used to comply with multiple statutes:

County-Auditor-Texas Local Government Code, Sect. 84.005, 40 hours per term relating to auditor duties and accredited by Texas State Board of Public Accountancy.

County Auditor/Treasurer-Texas Local Government Code, Sect. 83.003, 20 hours each 12-month period in accredited institution of higher education.

County Auditor, CPA Required-Texas State Board of Public Accountancy, Texas Administrative Code, Title 22, Part 22, Chapter 523, Subchapter B, Rule Sect. 523.112, 40 hours per year, 120 hours within 3 years.

County Investment Officer-Public Funds Investment Act, 2256.007, 10 hours 1st year and 10 hours every 2 years (credit received via Texas Association of Counties (TAC County Investment Academy, 10 hours, no outside hours allowed).

PHYSICAL DEMANDS:

The physical demands described herein 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools or controls.

The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision, depth perception, and the ability to adjust focus.


Job Post End Date -
03-27-2025

Similar Jobs (5)


INTERN - County Attorney's Office - J88860 - 11300

 County Courthouse


 Part time

 Posted 12 Days Ago

Election Clerk - County Clerk's Office - J01400 - 11900

 County Courthouse

 Full time

 Posted 15 Days Ago