

Dynamic opportunity with a growing county!

The District Court Judges of Ellis County, Texas, seek a professional financial manager with the requisite competence, experience, and ability to work diplomatically with multiple stakeholders to execute the duties of **Ellis County Auditor** with excellence and integrity.

Position Summary

The position of Ellis County Auditor encompasses all aspects of governmental accounting in accordance with GAAP and GASB, reporting and compliance, safeguarding of assets, financial leadership, budgeting, forecasting, management of an office with ten employees, financial / audit systems maintenance, and traditional audit functions – all within a county governmental environment requiring clear and helpful communication, and proactive financial stewardship.

Essential Responsibilities

- Manage and oversee activities and operations of general ledger fund accounting, accounts payable, federal and state grants, capital project accounting, fixed asset accounting, financial reporting, risk management, debt management and internal audit functions for the County.
- General oversight of the financial system (Innoprise), financial records, and property of the County.
- Prepare and submit mandatory compliance reports to applicable regional, state and federal agencies.
- Work closely with the County Judge's office and Commissioners' Court to assist with the development and execution of the County's annual budget.
- Advise the Commissioners' Court on financial matters and work closely with the County Treasurer, and all other county elected officials, department heads, and staff.
- Assist all County officials and staff comply with state and federal laws governing county finances.
- Serve as primary contact to outside auditors during state, federal and independent financial audits.
- Oversee County internal audit services including periodic reviews of financial reports of each department that collects or disburses County funds.
- Interview, hire, and ensure proper training of employees in the Auditor's Office.
- Evaluate Auditor's Office employees' performance, recommend salary adjustments, promotions, and terminations.

Qualifications

- Bachelor's degree in business administration with a major in accounting or finance, or equivalent experience demonstrating exemplary financial literacy and managerial skills.
- Be a resident of Ellis County or be willing to move to Ellis County within 6 months of appointment.
- Be customer service-oriented capable of working with elected officials and department heads.

Compensation & Benefits Package

- Annual Salary of **\$130,000 – \$159,600** based on experience and certifications.
- The county has a quality benefits package including vacation, sick leave, paid holidays, health and dental insurance, death benefits, retirement plan and a section 125 cafeteria plan with a choice of dependents' health insurance plans, disability, optical and other insurance.

To apply for this position, you MUST submit an Ellis County Employment Application, Resume, Authority to Release Information, and Cover Letter to:

ELLIS COUNTY HUMAN RESOURCES
101 WEST MAIN STREET, SUITE B103
WAXAHACHIE, TX 75165

Applications may be downloaded from the website and completed on-line.

<https://elliscounty.cloud9.innoprise.com/citizenaccess/>

ELLIS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
ELLIS COUNTY PARTICIPATES IN E-VERIFY

(This position will be posted for at least 21 days and can be filled at any time thereafter at the Judges' discretion)