

Job Posting for MADISON COUNTY AUDITOR

The District Judges of Madison County, Texas are seeking candidates for Madison County Auditor. The duties of County Auditor are described in the Texas Constitution and Statutes. The successful candidate will be appointed for a two-year term and must complete a minimum of 40 classroom hours of continuing education in courses relating to the duties of the County Auditor during their term. The County Auditor, as Chief Financial Officer of the County, is also required to complete the Public Funds Investment Act educational requirements every two-year period.

The County Auditor must be capable of executing a bond, paid for by the county, within 20 days of appointment. They also must take the official oath and a written oath listing the positions of public or private trust previously held and length of service in each of those positions, thus stating they meet the qualification of the office. The County Auditor is a Public Official and reports directly to the District Judges.

JOB DESCRIPTION

The County Auditor is the Chief Financial Officer for the County and is responsible for:

- maintaining the accounting records and is in charge of the general ledger
- examining and approving all claims, bills, and accounts of the county before payment
- financial reporting to the District Judges and the Commissioners Court on a regular basis
- assisting in the preparation of the annual budget
- ensuring county spending is in strict compliance with the adopted budget
- auditing books, accounts, and reports ensuring strict enforcement of county finance laws
- the oversight of all officials' books and records related to county finances
- attend commissioners court
- all other duties and responsibilities of the County Auditor as required by local, state, and federal law

QUALIFICATIONS

- BBA in Accounting
- Certified Public Accountant or Certified Public Finance Officer is beneficial, but not required
- Minimum of ten years experience in auditing and accounting
- Competent in public business details
- A person of unquestionably good moral character and intelligence
- Must be a self-motivated problem solver and maintain strict confidentiality

SKILLS

- Ability to perform analysis and provide information to a variety of audiences
- Ability to supervise staff members efficiently
- Ability to work independently
- Experience in Governmental Accounting (Fund Accounting), Auditing, Pooled Cash, and Budgeting
- Experience with Microsoft Office Suite of products
- Excellent written and verbal communication skills
- Knowledge of principles, practices, and terminology in accounting, auditing, and financial management
- Knowledge of generally accepted governmental accounting and auditing principles

Salary commensurate with experience and includes a generous benefits package. Madison County has a mandatory direct deposit payroll program.

Submit resumes to 12thdistrictcourt@co.walker.tx.us or
12th District Court, 1100 University Avenue, Ste 303, Huntsville, TX 77340