

WILBARGER COUNTY AUDITOR

The 46th District Judge is seeking qualified candidates for the position of Wilbarger County Auditor in Vernon, Wilbarger County, Texas.

The successful candidate will be appointed for a two-year term and must complete a minimum of 40 classroom hours of accredited 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 Finance Information Act educational requirements every two-year period. The 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 the length of service in each of those positions, thus stating they meet the qualifications of the office. The County Auditor is a Public Official and reports directly to the District Judge

QUALIFICATIONS. The qualifications required of a County Auditor as set out in Chapter 84 of the Texas Local Gov't Code and include: (1) a competent accountant with at least two years' experience in auditing and accounting; (2) thoroughly competent in public business details; and (3) a person of unquestionably good moral character and intelligence. A BBA in Accounting and/or CPA certification are beneficial, but not required. Candidates must have an ability to perform analysis and provide information to a variety of audiences, be able to supervise staff members efficiently, and an ability to work independently.

In addition, the following experience and qualities are being sought in any candidates:

- Experience in Governmental Accounting (Fund Accounting), Auditing, Pooled Cash, and Budgeting.
- Experience with Governmental Accounting Software
- Experience with Governmental Grant accounting and reporting
- Proficiency in working with Excel
- Knowledge of Public Funds Investing and the Public Funds Investment Act and financial management
- Knowledge of generally accepted governmental accounting and auditing principles
- Candidate must be a self-motivated problem solver and able to maintain strict confidentiality
- Be a resident of or willing to relocate to Wilbarger County within 6 months of employment

Job Description: As the Chief Financial Officer for the County, the auditor is responsible for:

- ensuring strict compliance with applicable laws and good stewardship of tax payor dollars;
- 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;
- regular financial reporting to the District Judge and the Commissioners Court;
- assisting in the preparation of the annual budget;
- administering and ensuring compliance with the requisition and purchase order systems;
- ensuring county spending is in strict compliance with the adopted budget;
- auditing books, accounts and reports to ensure strict enforcement of county finance laws and to prevent and find any fraudulent activity;
- oversee all officials' books and records related to county finances;

- accounting and reporting activities of the 46th District Juvenile Probation Department;
- grant accounting and reporting for Wilbarger County;
- and any other additional duties and responsibilities of the County Auditor as required by local, state and federal law.

Salary and Benefits: Up to \$81,000.00 per year (based upon qualifications and certifications held), health insurance, sick and annual leave, retirement system and paid holidays. This is a Full-time Exempt position typically requiring at least 40 hours per week. If interested in this position email or mail your resume and references to District Judge Cornell D. Curtis:

judge46dc@co.wilbarger.tx.us or 1700 Wilbarger Street, Rm. 34A, Vernon, Texas 76384.

All candidates are subject to criminal background checks and shall provide a copy of their drivers license and provide their date of birth and social security number with any resume submission.

This posting remains open until filled and will be posted for at least 21 days. However, the position may be filled at any time thereafter at the Judge's discretion. The position is being offered to replace the existing auditor, who is retiring at the end of 2024. Candidates would need to be available to start on or before January 1, 2025.