

## **COUNTY AUDITOR POSITION**

The District Judges of the 76<sup>TH</sup> and 276th Judicial Districts are seeking candidates for Morris County Auditor. The County Auditor is charged with ensuring strict compliance with applicable laws and good stewardship of tax payor dollars.

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. These hours must be accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants. 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 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 Judges.

## **QUALIFICATIONS**

BBA in Accounting

CPA is beneficial, but not required

Minimum of two 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.

Ability to perform analysis and provide information to a variety of audiences

Ability to work independently

Experience in Governmental Accounting (Fund Accounting), Auditing, Pooled Cash, and Budgeting

Experience with Governmental Accounting Software

Experience with Governmental Grant accounting and reporting

Experience with Excel

Excellent writing and verbal communication skills

Knowledge of Public Funds Investing and the Public Funds Investment Act

Knowledge of principles, practices, and terminology in accounting, auditing, and financial management

Knowledge of advanced professional techniques used in the accounting field

Knowledge of relevant local, state, and federal laws  
Knowledge of county departmental operations, organization, accountability, and responsibility  
Knowledge of generally accepted governmental accounting and auditing principles  
Knowledge in the preparation and interpretation of statistical, technical, and narrative reports  
Knowledge of administrative management and planning

### **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;
- administering the bid and request for proposal process;
- 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;
- grant accounting and reporting for Morris County; and
- all other duties and responsibilities of the County Auditor as required by local, state, and federal law.

The District Judges are required to carefully investigate and consider the applicant's qualifications before making the appointment of County Auditor. Final selection of the candidate and subsequent appointment is the ultimate responsibility of the District Judges.

### **Salary and Benefits**

Health insurance, sick and vacation 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 your resume to: [saucier.law@gmail.com](mailto:saucier.law@gmail.com) or fax to 903-577-8073.