

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Cass County Assistant Auditor		Job Announcement Number: CCA 20-0002	
Department: Auditor's Office	Salary: DOE	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: FLSA Non-Exempt; Anticipated interview dates December 14-16, 2020			

POSITION DESCRIPTION
<p>Summary Statement of Work Performed:</p> <ol style="list-style-type: none"> 1. Perform audit examinations of the financial and statistical records in various County offices in accordance with prescribed audit programs to assure compliance with applicable laws, County policies, and procedures, grant guidelines, and generally accepted accounting procedures. 2. General ledger maintenance, cash drawer audits of county offices, fixed asset audits of County equipment, assist with annual budgeting processes, analyze County Financial Records for accuracy and create journal entries as needed, create and distribute monthly financial reports, preparation of bid contracts, oversee insurance claims files, research and prepare numerous quarterly and annual reports. 3. Perform all other duties as assigned.
POSITION SPECIFICATIONS
<p>Education: College courses in accounting, auditing and/or Business related fields preferred.</p> <p>Personal Job-Related Skills: Skilled in the operation of PC Spreadsheets and database applications, ability to work independently, communicate effectively with elected officials/county staff and the public in all accounting matters, timely process monthly reports/audits/analytical review of General Ledger.</p> <p>Licensure, Registry or Certification:</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. Prior Work Experience: County governmental accounting/auditing experience preferred, experience in report writing, office communication skills and audit techniques in financial accounting. 2. Technical Training: Experience with Microsoft programs Excel and Word a must; experience with the use of NetData operating system preferred. <p>Physical and Mental Requirements: Normal office environment located on 2nd floor of the Cass County Law Enforcement & Justice Center. Must possess strong analytical, written, and oral communications skills.</p>

<p>An official Cass County application form must be received at the Cass County Treasurer's Office, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX</p> <p style="text-align: center;">UNTIL DECEMBER 10, 2020</p>	<p style="text-align: center;">HOW TO MAKE APPLICATION</p> <p style="text-align: center;">For An Application Form Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p> <p style="text-align: center;">EQUAL OPPORTUNITY EMPLOYER</p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>
<p style="text-align: center;">Resumes without an application form will not be accepted</p>	<p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>