

**Job Description: PART-TIME INTERNAL AUDITOR/ACCOUNTANT (ASSISTANT COUNTY AUDITOR)**

**Class No.** 209  
**Position No.** 495-8911  
**Pay Group:** Unclassified

**Department:** Auditor's Office  
**EEOC Category:** Professional  
**FLSA:** Non-Exempt

**SUMMARY OF POSITION**

This is a part-time position. Duties for this position may vary depending on the needs of the office, but may include both accounting and internal auditing duties, as needed.

This position is required to perform all of the office's duties with the highest level of professionalism, financial stewardship, and integrity.

**ORGANIZATIONAL RELATIONSHIPS:**

This position reports directly to the County Auditor and works closely with the First Assistant County Auditor. This position has contact with all county departments; works closely with the County Treasurer's office.

**EXAMPLES OF WORK**

Essential Duties

Internal Audit

Performs internal audits of county departments, offices, and special funds; including field testing, documenting results and communicates findings; prepares and communicates formal reports, including audit findings and associated recommendations;

Conducts cash counts and fixed asset inventories;

Writes and updates audit programs to examine and analyze internal controls;

Checks records for compliance with state laws, generally accepted accounting principles, and local record keeping requirements;

Accounting

Assists Accounts Payable with the processing of invoices (verifying correctness of invoice, compliance with budget, statutory authorization, data entry, etc.).

Provides assistance when outside auditor needs help or has questions such as preparing annual schedules, compiling data, and analyzing data for outside auditors, when requested;

Prepares reoccurring monthly journal entries, regular and correcting journal entries, as needed;

Reconciles monthly departmental revenue reports to the general ledger;

Reconciliation of Court overpayments and processing of refunds;

Reconciliation and analysis of Road and Bridge Department Cost for CAFR Reporting (modified approach data);

Prepares monthly spreadsheet on utility consumption;

Assists with fixed assets as needed (examples: tagging items, entering or updating information in the computer system and assist with reconciliation of fixed assets, assisting with validation and verification of assets being sold at auction, performing inventory of fixed assets);

Must be able to communicate effectively both orally and in writing.

#### Other Important Duties

Performs special projects and such other duties as may be assigned.

#### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 10 pounds. Work is primarily conducted indoors. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Must be knowledgeable in accounting practices (specifically understanding debit and credits); knowledgeable of Internal Audit standards; proficient in Excel; ability to analyze data, be thorough and pay strict attention to detail; establish and maintain effective working relationships with co-workers, elected officials, department heads, County employees and others.*

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in Accounting or Finance required; plus at least one year of experience in accounting or auditing.

#### **CERTIFICATES AND LICENSES:**

Certified Public Accountant (CPA) licensed to practice in Texas preferred.

#### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

#### **NOTICE:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**Regular attendance is required in this job.**

**All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.**

**I have reviewed this job description and find it to be an accurate description of the demands of the job.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

**This signed original will be placed in employee's Personnel File.**