



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Assistant Auditor – Grant Coordinator – (Grant Funded)	Opening Date: February 2, 2018	Application Deadline: Open Until Filled	Job Posting #: 18108
Department: County Auditor	Starting Salary: \$16.50 - \$18.50 Hrly (Determined on Qualifications)	Location: Bastrop, Texas	Travel: Local

INTERNAL/EXTERNAL JOB POSTING

BRIEF JOB DESCRIPTION: This position performs highly responsible, confidential, and advanced administrative tasks related to the functions of the Bastrop County Auditor's office. Work involves accounting, auditing, financial management and adaptable teamwork experience. This position will also be responsible for research, planning, reporting, and technical support in the areas of budget processing, audit procedures, grant management and accounts payable. Maintains effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Must be experienced in accounting, auditing, and financial management, with strong communication and computer skills. Must have working knowledge of standard office equipment. Requires the ability to understand, interpret and apply accounting policies and procedures; ability to prepare, review and process accounting transactions, documents, records and reports; and maintain related files. Must be able to complete routine business correspondence; perform multiple tasks simultaneously in a timely manner; obtain, record, and disseminate accurate information. Must have the ability to maintain the confidentiality of information encountered in work activities at all times.

MINIMUM QUALIFICATIONS: High school diploma or equivalent required, supplemented by college level course work or vocational training in accounting or a related field; or an equivalent combination of education, training and experience. Must possess a valid driver's license.

PREFERRED QUALIFICATIONS: Previous experience in governmental accounting; Bachelor's degree in accounting from an accredited college or university.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<http://www.co.bastrop.tx.us/page/open/3206/60/BastropCountyJobApp.pdf>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>.

BASTROP COUNTY, TEXAS

Job Description

Job Title: *Assistant Auditor – Grant Coordinator – (Grant Funded)*

Department: Auditor's Office

FLSA Status: Non-Exempt

Reports To: County Auditor

SUMMARY: Under the direct supervision of the Bastrop County First Assistant Auditor, this position performs highly responsible, confidential, and advanced administrative tasks related to the functions of the Bastrop County Auditor's office. Work involves research, planning, reporting, accounting and technical support in relation to office management, budget processing, audit procedures, fixed assets and accounts payable. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Bastrop County First Assistant Auditor and Auditor;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Develops and monitors projects such as Capital Improvement Plan (CIP), Burleson Crossing (381 Agreement), TIRZ (Tax Increment Reinvestment Zone), CERTZ (County Energy Transportation Reinvestment Zone) and Boot Camp;
2. Prepares annual and semiannual reports including status reports, tobacco settlement reports, lateral road and bridge reports, housing of prisoner reports and various state reports; manages holiday fund bank account, and rollover accounts; tracks and reports bonds and unaudited and arbitrage calculations; prepares reports regarding recapitulation, Chapter 59, Senate Bill 12, Workers Compensation, Unemployment Insurance and 911 addressing; invoices and manages parcel, radio and other account receivables;
3. Conducts a review of the County Investment Policy annually and makes necessary changes required by legislature; Presents to Commissioners Court accordingly;
4. Assists with the maintenance of internal financial policies such as cell phone, travel, physical inventory and capital asset policies; maintains fixed asset records through inventory inspections, audits, and tracking and monitoring of all assets assigned to county departments;
5. Monitors bank accounts, prepares bank reconciliations and reviews end of the month & year-end processes to include audit of pooled cash and due to due from reports in relation to the general ledger. Tracks, codes, and prepares reports for investment and nonprofit transactions;
6. Assist in all aspects of preparation of the County budget. Presents to Commissioners Court accordingly;

7. Creates and manages salary worksheets for creation of the County budget and for purposes of tracking and approving new hires, terminations and adjustments of all County personnel. Processes Personnel Action Forms (PAF's) and job posting requests within budget limits; Creates and distributes the Annual Budget Book; monitors the County budget; creates and records budget amendments and required journal entries; prepares and distributes monthly financial reports and performs financial analysis upon request; presents to Commissioners Court accordingly;
8. Interprets, applies and administers federal, state and local laws, policies and regulations as they pertain to the operations of the County Auditors Office; audits various departments to ensure adherence to standards, policies and procedures; evaluates audit findings and recommends corrective actions as needed, under the supervision of the County Auditor and First Assistant Auditor;
9. Assists the outside Auditor with the annual independent audit of the County; assists with enforcement of statutes concerning County finances;
10. Approves and updates journal entries created by the County Treasurer; assists Accounts Payable Clerk with coding of billing statements; approves bi-monthly bills for Commissioners Court;
11. Serves as a liaison for the Bastrop County Auditor with other County departments, governmental agencies, general public, divisions, outside agencies and contractors; oversees various inter-local agreement administration procedures;
12. Provides guidance and ensures effective tracking of all County contracts by organizing, maintaining and electronically tracking all County contracts and related documents while ensuring the data base system functions properly. Notifies the appropriate elected official or department head of pertinent information relating to contract expiration;
13. Conducts quarterly audit of Treasurer's Office state quarterly reports and corresponding general ledger accounts for correlation and accuracy;
14. Serves on various committees formed by Commissioners Court for County operations as requested by the County Auditor;
15. Oversees, reviews and approves departmental timesheets and time entry submission in the absence of the First Assistant Auditor to ensure accuracy, proper approval of leave usage, and meeting of deadlines as required for payroll processing; may perform periodic audits of employees timesheet records and/or leave balances as needed;
16. Prepares various correspondence and reports in response to requests from vendors and Open Records requests; maintains extensive files and records including contract files, internal Commissioners Court files and related office files; researches, compiles and analyzes data for special projects as required;
17. Monitors and manages the annual departmental budget and assists in the preparation of the annual departmental budget request, to include a forecast of funds needed for staffing, equipment, materials and supplies; participates in cross training staff members regarding all assigned duties and tasks;
18. Receives and screens calls, visitors, and sensitive requests for information in a courteous and timely manner; orders and stocks office supplies; sorts and distributes departmental mail; performs various Word and Excel processing support; troubleshoots computer/software concerns as they occur;
19. Manages and participates in the development and implementation of goals, objectives, policies, procedures and priorities for assigned programs as directed by the County Auditor and First Assistant Auditor;
20. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding operations of County Auditor's Office;

21. Works with each elected official and department head to apply for grants directly and manages each; such as SCAPP Program, Hazardous Waste Clean Up, Flood Plain Study, PFW Program, Auto Theft Task Force, Family Crisis Center, Indigent Defense Task Force and Emergency Management Performance. This entails tracking revenue and expenses, creating reports, monitoring to keep the county in compliance;
22. Works in conjunction with the General Land Office, Housing and Urban Development as well as the Community Development Block Grant program to track and oversee disaster recovery projects for Bastrop County. Assists in all areas including procurement, change orders, contracts, amendments, construction documents and closeouts;
23. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
24. Maintains confidentiality and security of all County Auditor's Office information and systems;
25. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General principles and practices of administrative and financial management;
Applicable laws as related to the functions of the County Auditor's Office;
Advanced auditing, and accounting fundamentals;
Personal Computer skills and software, including Microsoft Office;
Principles and practices of local governmental fiscal operations, budget preparation and administration;
Principles and practices of program development and record keeping;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Data entry and retrieval;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Read, analyze, and interpret financial data within a variety of reports and correspondence;
Prepare clear and concise administrative and financial reports;
Perform multiple tasks simultaneously in a timely manner;
Record and disseminate accurate information from telephone conversations and personal contact;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills; Ability to flourish in a fast-paced environment and willing to adapt to change;
Interpret and apply federal, state, and local policies, laws and regulations;
Interpret, explain and enforce department policies and procedures;

Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times;

Physical Demands:

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

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;
Interpreting federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) to three (3) years' experience in governmental accounting, auditing, and financial management;
Or an equivalent combination of education, training and experience.

Education:

High School diploma or its equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.