



EMPLOYMENT OPPORTUNITY

Job Title: Assistant Auditor
Department: County Auditor's Office/West Chambers County Annex
Annual Salary: \$ 43,695.67
Application Period: October 2, 2017 – until filled

Job Summary and Principal Duties:

Assist County Auditor with assigned duties including, but not limited to, internal auditing, accounting, and budgeting for the county. Maintains computerized accounting system; ensures receipts and expenditures for county funds are properly accounted for, and that work papers for internal and external auditors' use are prepared.

Applicants must meet the following qualifications:

1. High school graduation, or its equivalent, plus at least five years of experience in governmental and/or fund accounting; Bachelor's Degree preferred.
2. Knowledge of: generally accepted accounting principles; advanced governmental and budgetary accounting practices and principles; current office practices and procedures; accounting procedures required in maintaining and auditing statutory county offices; and computerized accounting systems.
3. Must be proficient in Microsoft Word, Excel, and Outlook.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

Submit Application and Resume To:
County Auditor's Office Attn: Haley Avriett
Physical Address: 404 Washington Avenue (Main Courthouse)
Mailing Address: PO BOX 910
Anahuac, Texas 77514
Email: havriett@chamberstx.gov
409-267-2474

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