



## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Assistant Auditor  
**Department:** County Auditor's Office/West Chambers County Annex  
**Annual Salary:** \$ 45,880.85  
**Application Period:** May 20, 2019 – 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. Bachelor's Degree in Accounting required, plus at least five years of experience in governmental and/or fund accounting, 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 Moreno  
Physical Address: 10616 Eagle Drive Mont Belvieu, TX 77580  
Mailing Address: PO BOX 910  
Anahuac, Texas 77514  
Email: [hmoreno@chamberstx.gov](mailto:hmoreno@chamberstx.gov)  
409-267-2664

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