



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B0320	<b>Title:</b>	Assistant County Auditor
<b>Pay Group:</b>	DOE	<b>Department:</b>	County Auditor
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	County Auditor
<b>Approved Date:</b>		<b>EEOC Category:</b>	Professionals

### General Summary:

Second in command to the County Auditor; reports directly to the County Auditor; responsible for ensuring that all assets of the county are protected; responsible for developing the accounting and internal control procedures to be followed by the county; responsible for approving for payment all claims made against the county before submission to Commissioners' Court; responsible for monitoring the financial status of the county and reporting to the Commissioners' Court.

### Essential Duties:

Responsible for hiring and training all employees.

Responsible for general oversight at all levels of accounting records i.e.: receipts, disbursements, revenues and expenditures.

Responsible for assisting all offices in the development of internal control procedures to ensure that the assets of the county are protected at all times.

Responsible for establishing accounting procedures to be used by the county.

Responsible for general oversight of all transactions of the county relating to the accounts of original entry, contracts, payroll, indebtedness, receipts, and disbursements.

Responsible for approving all claims made against the county, prior to the bills being presented to the Commissioners' Court.

Responsible for the preparation and certification of the annual revenue budget for the county.

Responsible for assisting the county budget officer in the preparation of the annual budget.

Responsible for ensuring that the county is maintaining strict adherence to statutory financial compliance; reviewing all internal audits performed by staff.

Responsible for establishing general oversight of a set of complex systems used for financial accounting.

Responsible for the preparation and delivery of the Comprehensive Annual Financial Report.

Responsible for making periodic reports on the financial condition of the county in aggregate to the Commissioners' Court and District Judges, and such other data as may be requested; and,

Responsible to act as the fiscal officer for all grant contracts entered into by the county.

Other Duties as assigned.

### Supervision

<b>Received:</b>	
<b>Given:</b>	Supervise all department employees, including assigning and reviewing work, conducting performance evaluations, and recommending personnel or payroll adjustments to the District Judges.

### Education

<b>Required:</b>	A certified public accountant, bachelor's degree in accounting; complete understanding of governmental accounting, four years of accounting experience, at least two years of which required supervision of personnel; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	

<i>Experience</i>	
<b>Required:</b>	
<b>Preferred:</b>	
<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Certified Public Account (CPA) certification required; master's degree or CIA certification suggested.
<b>Preferred:</b>	
<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Generally Accepted Accounting Principles (GAAP); state statutes governing the operations of county offices; internal auditing techniques; governmental accounting standards, acceptable reporting practices and techniques for governments; principles of financial management; budgetary techniques; personnel policies and procedures; and standard office practices. 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.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee must frequently perform multiple tasks simultaneously, change tasks, perform tedious exacting work, and work closely with others as part of a team.