

EMPLOYMENT NOTICE

BROOKS COUNTY WILL BE ACCEPTING APPLICATIONS FOR THE POSITION OF A FULL-TIME ASSISTANT AUDITOR.

SUMMARY OF POSITION:

- PERFORM ACCOUNTS PAYABLE & RELATED DUTIES
- ASSIST WITH INTERNAL AUDITS (EXAMINATIONS OF FINANCIAL RECORDS FOR COUNTY OFFICES, INCLUDING CASH RECEIPTS & DISBURSEMENTS)
- ASSIST WITH INVENTORY AUDITING & MAINTENANCE OF RECORDS
- ASSIST WITH GENERAL LEDGER
- ASSIST WITH SPECIAL PROJECTS AS NEEDED
- BILINGUAL IN ENGLISH AND SPANISH PREFERRED
- SOME TRAVEL INVOLVED

RECOMMENDED MINIMUM QUALIFICATIONS:

High school diploma or equivalent required.

Bachelor's degree in Accounting or Business Administration preferred.

Minimum 2 years' experience in accounting/bookkeeping required.

Please enclose copy of official college transcript with application.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires knowledge of accounting principles and of computer systems including word processing software, spreadsheet software and programs. It also involves working closely with other departments therefore strong verbal and written communication skills are required. Individual must be able to multi-task and meet regular and emergency deadlines.

APPLICATIONS AND JOB DESCRIPTIONS MAY BE PICKED UP AT THE BROOKS COUNTY AUDITOR'S OFFICE AT THE BROOKS COUNTY COURTHOUSE ANNEX LOCATED AT 408 W. TRAVIS ST. IN FALFURRIAS, TEXAS MONDAY THROUGH FRIDAY FROM 8:00 AM TO 5:00 PM.

THE CLOSING DATE FOR THIS POSITION IS AUGUST 27TH 2021

BROOKS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER