



# **Karnes County Job Description**

## **3<sup>rd</sup> Assistant Auditor**

Department	Auditor	FLSA Status	Non Exempt
Reports To	County Auditor		
Salary	\$21.15/hour (\$44,000 annual)		
Employee Signature		Supervisor Signature	

### **Position Summary**

Performs routine clerical, administrative and basic accounting functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, verifying or documenting accounting processes or procedures, or providing information to callers.

### **Working Conditions**

General office. May frequently be required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Occasionally required to stand. Required to lift small packages of up to 20 pounds on an infrequent basis. Specific vision abilities required by this job include close vision and distance vision. Use of personal computing equipment, telephone, multi-functioning printer and calculator. May be required to work after hours.

## **ESSENTIAL FUNCTIONS**

### **Job Function**

- Answers telephones and provides information to callers, take messages or transfer calls to appropriate individuals.
- Operates computers programmed with accounting software to record, store and analyze information while utilizing various other hand-held or small office equipment (e.g. 10 key calculator, typewriter or copy machine).
- Sets up and maintains paper or electronic filing systems, recording information, updating paperwork or maintaining documents, such as accounting records, correspondence or other materials.
- Prepares incoming and outgoing mail for distribution while utilizing mail handling machines and affixing postage to outgoing mail or packages.
- Greets visitors, customers or callers and handles their inquiries or directs them to the appropriate persons according to their needs.
- Reconciles documents and reports various discrepancies found in records.
- Checks figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Complies with federal, state and company policies, procedures and regulations.
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as



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cash receipts, expenditures, accounts payable and receivable and profits and losses.

- Compiles and tracks county's fixed asset inventory.
- Performs other duties, special projects and assignments as assigned.

## QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> <li>• 2 year degree with emphasis in Accounting or Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• 1 – 3 years' experience in governmental accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Valid Texas Driver License</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-employment Drug/Alcohol Test</li> <li>• Criminal Background Check</li> </ul>	<ul style="list-style-type: none"> <li>• Word</li> <li>• Excel</li> <li>• PowerPoint</li> <li>• Database Administration</li> </ul>

### Special (Additional) Notes

1. Very important to this position are: mathematical concepts, problem solving, critical thinking, active listening, reading comprehension, speaking, service orientation, writing coordination, time management, social perceptiveness, monitoring and active learning.
2. Important to this position are: written comprehension, oral comprehension, oral expression, speech recognition, written expression problem sensitivity and effective presentation.

Karnes County currently provides 100% medical plan cost coverage for full-time employees, which will take effect on the first of the month after 60 days of employment. Full-time employees receive \$50,000 of life insurance at no cost, which will take effect on the first of the month after 60 days of employment. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will accrue PTO and vacation, which are held until 90 days are complete.