

Employment Opportunity
Llano County
Assistant Auditor II-Internal Auditor
Hourly Rate \$16.83 DOQ

The Llano County Auditor's office is accepting applications for an Assistant Auditor II-Internal Auditor. This position includes duties that are core functions of the County's Auditor's office. This is a non-exempt, non-supervisory full-time position. To qualify you must have at least two years of experience as an accountant/bookkeeper; experience with purchase orders, internal controls, and fixed assets; governmental accounting is preferred.

Job Location: 1447 E. Hwy 71, Unit B, Llano, Texas 78643
Job open until filled

Subject to a computerized criminal background check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.

Benefits include: vacation, sick and holiday pay, retirement, health and dental insurance

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department at 1447 E. St. Hwy 71, Unit C, Llano, Texas 78643 or by email to lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Human Resource office at 325-247-3009.

Llano County is an Equal Opportunity Employer.

Llano County Human Resources
Posted 09/09/2021

LLANO COUNTY JOB OPORTUNITY

Assistant Auditor II-Internal Auditor - Llano County Level 8 Hourly rate up to \$16.83 DOQ – Open until filled

General Information

- This position is with the County Auditor's office.
- This is a non-supervisory position
- Applicants will be subject to a Computerized Criminal History check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.

To Qualify

- You must complete an application form provided by the Llano County Human Resource Office.
- To receive credit, your application form must clearly show that you have:
 - At least two years of experience as an accountant/bookkeeper
 - Experience with purchase orders, internal controls, fixed assets
 - Governmental Fund accounting preferred
 - Provide at least three non-related personal references

Duties and Responsibilities

The person in this position will perform administrative / financial and clerical duties for the County Auditor. These duties include but are not limited to:

- Audits Elected Officials and Department Heads monthly reports and perform yearly on-sight audits as required
- Reconcile Department deposits with Treasurer's receipts
- Process daily mail, purchase orders and assist with invoice data entry and reconciliation
- Review and audit payroll processing
- Assist in preparation of monthly, quarterly and annual reports
- Other duties as prescribed by the County Auditor

Candidate must:

- * Demonstrate an understanding of simple accounting principals
- * Have the ability to speak, read and comprehend the English Language
- * Be physically able to handle extensive computer data entry.
- * Be courteous and demonstrate discretion when handling County Business
- * Work well with others in a small office environment
- * Demonstrate the ability to use standard office equipment
- * Have a valid Texas Driver's License to operate a County vehicle in case of an emergency

Other Functions:

- * Be physically able to: lift at least the equivalent of one case of legal/letter paper
- * Be physically able to stack and sort various office supplies

Preference will be given to someone with working knowledge of governmental fund accounting, internal controls and payroll processing.