

**LLANO COUNTY AUDITOR'S OFFICE**

1447 E State Hwy 71, Unit B  
Llano, TX 78643

Telephone 325-247-3783 FAX 325-247-3162

October 7, 2021

Llano County Auditor is accepting applications for the position of Assistant County Auditor. Applicants must be:

- (1) A competent accountant with at least two (2) years' experience in auditing and accounting. A BBA in accounting and a CPA beneficial, but not required.
- (2) Competent in public business details. Skilled in interpersonal relationships and office management.
- (3) A person of unquestionable good moral character and intelligence.
- (4) Must be a self-motivated problem solver and maintain strict confidentiality.
- (5) Experience in Governmental Accounting (Fund Accounting), Auditing and Budgeting.
- (6) Experience with Governmental Grant accounting and reporting
- (7) Experience with Excel
- (8) Experience with writing and verbal communication skills
- (9) Knowledge of principles, practices, and terminology in accounting, auditing and financial management.
- (10) Ability to research relevant local, state, and federal laws

The County Auditor is the Chief Financial Officer for the County with the following responsibilities and the Assistant Auditor must be able to perform these duties in the County Auditor's absence;

- (1) Maintaining the accounting records and is in charge of the general ledger
- (2) Examining and approving all claims, bills, and accounts of the county
- (3) Assisting in the preparation of the annual budget
- (4) Administering the purchase order system
- (5) Ensuring county spending is in strict compliance with the adopted budget
- (6) Enforcement of county finance laws
- (7) Oversight of all officials' records related to county finances.
- (8) All other duties and responsibilities required by local, state, and federal laws

Salary will be discussed directly with applicant. This is a full-time position, health insurance, sick, annual leave, retirement and paid holidays are provided and a background check is required. Resumes and applications will be accepted by email to: [cindy.lent@co.llano.tx.us](mailto:cindy.lent@co.llano.tx.us), or by submitting directly to the Llano County Human Resources Department. Applications can be found on the Llano County Website; [www.co.llano.tx.us/page/llano.EmploymentOpportunities](http://www.co.llano.tx.us/page/llano.EmploymentOpportunities)

**Llano County is an Equal Opportunity Employer**