



TRINITY COUNTY AUDITOR  
162 W. 1<sup>st</sup> Street  
Groveton, TX 75845

Job Title: First Assistant Auditor  
Department: Auditor  
Location: Groveton, Texas, Trinity County Courthouse  
Status: Full Time  
Supervisor: Trinity County Auditor

#### JOB SUMMARY

This position is responsible for assisting the County Auditor in directing auditing and accounting procedures, establishing internal controls, and auditing financial accounts for the county to ensure strict enforcement of the laws governing Trinity County finances and the integrity and accuracy of county assets. Serves as the senior administrator in the Auditor's absence.

#### ESSENTIAL JOB FUNCTIONS

- Review audit procedures and programs of County departments and courts
- Compare and analyze data such as budget vs. actual, revenue trends, etc.
- Verify compliance with statues and policies
- Perform accounting functions such as compilations, account analysis, reconciliations, journal entries, production of financial schedules, and review bank reconciliations
- Assist the County Auditor in financial analysis and budget reporting
- Analyzes budgets, expenditures, and revenues to ensure proper posting of transactions.
- Performs reviews of invoices, purchase requests, and other charges to departments for availability of funds and verifies costs in accordance with contractual and program regulations.
- Prepares and monitors records pertaining to fixed assets to ensure compliance with the Fixed Assets Policy and Government Accounting Standards Board (GASB) reporting requirements.
- Conducts cash drawer audits, fixed asset audits
- Prepares bid proposals and contracts
- Assist independent, state, and federal agency auditors in annual financial audit or grant audits.
- Provides fiscal information and assistance to departments as needed.
- Serves as back-up to Accounts Payable
- Perform other duties as assigned by County Auditor.

#### QUALIFICATIONS

- Bachelor's degree in accounting, finance, business administration, public administration, or a closely related area. A combination of related education, experience, and training may be substituted.
- Sufficient experience to understand the basic principles relevant to essential duties of the position; usually associated with the completion of internship or having had a similar position for one to two years
- Experience in government billing, budget development, and accounting is a plus
- Familiarity with the purposes, principles, practices, and terminology employed in auditing
- Knowledge of the laws regarding county finances

- Exceptional written and oral communication skills
- Skill in preparing clear and precise financial and statistical reports
- Ability to perform complex mathematical calculations and use Microsoft Office
- High organized and an excellent multitasker
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Must be mature, dependable, resourceful and able to work independently

## SOFT SKILLS

- **Judgment/Decision Making**

Demonstrates consistent logic, rationality, and objectivity in decision-making.

- **Initiative**

Seeks out and seizes opportunities, goes beyond the “call of duty,” finds ways to surmount barriers. Resourceful, action-oriented “doer,” achieving results despite lack of resources.

- **Organization/Planning**

Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Effectively juggles multiple projects. Pays appropriate attention to detail.

- **Collaboration/Teamwork**

Cooperates with staff at all levels of the organization. Willingly reaches out to staff and customers to proactively share information, knowledge, expertise, and time to achieve common goals. Establishes cohesive, effective relationships with peers. Enthusiastically supports the common goals and mission of the organization.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT/OTHER

- This position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating to other county personnel, elected officials, and the general public.
- Work outside of normal office hours (Monday-Friday 8am to 5pm) may be required to meet deadlines.
- May occasionally be required to lift, carry, push, pull, or move objects weighing up to 20 lbs.

## PAY GRADE AND FLSA STATUS

- Pay Grade 16
- FLSA Status: Non-Exempt

## LICENSES AND OTHER QUALIFICATIONS

- Must have a valid Texas Driver’s License and reliable transportation
- Bondable

Application forms can be obtained online at <http://www.co.trinity.tx.us>. Employment Opportunities by contacting the Trinity County Auditor’s Office at 936-642-2233. Submit applications to County Auditor, Bonnie Kennedy, [bonnie.kennedy@co.trinity.tx.us](mailto:bonnie.kennedy@co.trinity.tx.us).

**TRINITY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**