

**Job Title: Assistant Auditor**

**Department:** Auditor’s Office  
**Immediate Supervisor:** County Auditor

**BRIEF DESCRIPTION OF THE JOB:** Performs daily, month-end and year-end accounting functions. Monitors and maintains various funds and grants, assists with the budgeting process and assists with various projects as assigned.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Maintains grants by assisting grant administrators in preparing budgets, preparing financial reports for grant agencies and preparing analysis reports.	20%	S
2) Assists with the preparation of various reports by preparing accruals of revenue and expenses, reconciling general ledger accounts and journal entries, reviewing annual financial statements, preparing statistical data, and assisting in the preparation of 1099’s.	20%	S
3) Monitors funds by reconciling bank statements, calculating dispersals, monitoring bond companies, preparing bond reports, making presentations at meetings and assisting the public with questions.	20%	L
4) Performs accounting duties by writing and posting journal entries, posting revenues to appropriate funds, coding and posting revenue entries for the Treasurer’s office, reviewing purchase orders, producing financial reports for department heads, reconciling cash accounts, analyzing liability accounts and compiling information for the yearly budget.	20%	S
5) Performs other duties by assisting with special projects as assigned, assisting with the management of the office, purchasing goods and services for the County and assisting with various audit programs.	20%	L

**Physical Strength Column:**    *S - Sedentary*    *L - Light*    *M - Medium*    *H - Heavy*    *VH - Very Heavy*

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

Sedentary     Light     Medium     Heavy     Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Filing, communicating with personnel
Sitting	F	Desk work
Walking	O	To office equipment and other departments
Lifting	R	Binders, boxes
Carrying	R	Binders, boxes
Pulling	R	Dolly
Pushing	R	Dolly
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	O	For files and books
Kneeling	O	Filing in lower shelves
Crawling	N	
Twisting	O	Storing items on shelves
Climbing	R	Step stool
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot Controls	R	Driving

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, calculator, fax machine, copier, telephone, projector, VCR/TV, printer

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	n	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION</b>				
Office Environment	X	Warehouse	X	Shop
Vehicle	X	Outdoors		Other:

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	F	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Over five years up to and including six years experience is required.

### **Certifications and Other Requirements:**

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires occasionally directing helpers, assistants, seasonal employees, interns, or temporary employees.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.