

Calhoun County Job Description
ASSISTANT COUNTY AUDITOR (COMPLIANCE)

CLASS NO. 5006

EEOC CATEGORY: Professionals

PAY GROUP: 19

FLSA STATUS: Exempt

SUMMARY OF POSITION

Performs compliance audits of all county departments; maintains fixed asset records.

ORGANIZATIONAL RELATIONSHIPS

1. *Reports to:* County Auditor.
2. *Directs:* This is a non-supervisory position.
3. *Other:* Has frequent contact with county personnel and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs and prepares quarterly reports of compliance audits of all county departments;

Monitors grants for compliance, maintains grant records and prepares reports to grant agencies;

Reviews and approves collection and disbursement reports for all county departments;

Maintains current knowledge of all statutes, rules, and Attorney General opinions governing audits;

Maintains fixed asset records and produces annual report;

Assists county personnel with software questions;

Completes quarterly cash counts of all county departments that collect money;

Designs and updates audit programs of all county departments; and

Performs certain duties of Assistant Auditor in his or her absence.

OTHER DUTIES AND RESPONSIBILITIES.

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office and accounting policies, practices and procedures; state financial statutes; and county financial operations and policies.

Skill/Ability to: operate computer, including word processing and spreadsheet software; read legal documents, financial statements, letters, and memos; communicate effectively, both orally and in writing; interpret policies and procedures; perform basic mathematical operations and analytical

functions; and establish and maintain effective working relationships with co-workers and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in Accounting, or a related field, plus at least two years experience in auditing and accounting.

CERTIFICATES AND LICENSES PREFERRED

Certified Public Accountant's license, and appropriate Texas driver's license.

SIGNATURES

Employee's Signature

Supervisor's Signature

Date

Date

Calhoun County, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calhoun County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

ADA Information

This attachment provides information on the job relating to the Americans with Disabilities Act.

FREQUENCY DEFINITIONS

The following frequency definitions are to be used in completing the Physical Environment and the Non-Physical Environment sections of this form:

- C = Constantly (2/3 or more of the time)
- F = Frequently (from 1/3 to 2/3 of the time)
- O = Occasionally (up to 1/3 of the time)
- R = Rarely (less than one hour per week)
- N = Not Applicable (does not apply in this job)

PHYSICAL ENVIRONMENT

Descriptive examples of physical job actions (please use the letter corresponding to the appropriate frequency):

Requirement	Frequency	Example
Lifting (specify weight): 0-10#	R	Moving boxes
Sitting:	F	Desk work
Standing:	R	
Walking, on normal, flat surfaces:	O	
Walking, on uneven surfaces:	N	
Walking, on slippery surfaces:	N	
Driving:	O	Business errands
Bending (from waist):	N	
Crouching/Squatting:	N	
Kneeling:	R	Retrieving files
Crawling:	N	
Twisting:	N	
Reaching:	O	
Balancing:	N	
Carrying:	O	Moving file boxes
Pushing:	N	
Pulling:	N	
Throwing:	N	
Repetitive Motion:	F	Operating computer and typing
Fingering (fine dexterity, picking, pinching):	N	
Handling (seizing, holding, grasping):	N	
Wrist Motions (repetitive flexion/rotation):	N	
Feet (foot pedals):	N	

SENSORY REQUIREMENTS

Descriptive examples of sensory demands (please use the letter corresponding to the appropriate frequency):

Sensory Demand	Frequency
Color (perceive/discriminate)	N
Sound (perceive/discriminate)	N
Taste (perceive/discriminate)	N
Odor (perceive/discriminate)	N
Depth (perceive/discriminate)	N
Texture (perceive/discriminate)	N
Visual (perceive/discriminate)	N
Oral Communications ability	C

NON-PHYSICAL ENVIRONMENT

Descriptive examples of non-physical demands (please use the letter corresponding to the appropriate frequency):

Non-Physical Demand	Frequency
Time Pressures (e.g., meeting deadlines)	F
Noisy/Distracting Environment	C
Performing Multiple Tasks Simultaneously	F
Danger/Physical Abuse	N
Deals With Difficult People	F
Periods of Idle time, Interspersed with Emergencies Requiring Intense Concentration	R
Emergency Situations	R
Tedious, Exacting Work	C
Works Closely with Others as Part of a Team	O
Works Alone	F
Irregular Schedule/Overtime	N
Frequent Change of Tasks	F
Other (describe)	

WORK ENVIRONMENT

1. Please describe the degree of physical activity and effort required to perform your job, as well as any associated safety hazards and the level of risk of personal injury or illness (if any):

Light physical activity.

2. Please list your job exposure to environmental factors (if any), including extreme temperatures, respiratory hazards, airborne diseases, vibrations, loud noises, or other sources of discomfort:

None.