

Job Description



Department: **Auditors Office**

Position Title: **Assistant County Auditor - Compliance**

FLSA Status: **Non - Exempt**

Job Description

Performs and prepares quarterly reports of compliance audits of county departments; Reviews and approves collections and disbursement reports for county departments; Maintains current knowledge of all statutes, rules, and Attorney General opinions governing audits; Completes quarterly cash counts of county departments; Designs and updates audit programs of county departments; Performs various duties of other Assistant Auditors in their absence; and Performs other duties as assigned by the County Auditor

Qualifications

- Bachelor's degree in Accounting or similar field
- 5 – 10 years' experience in accounting and auditing
- Ability to comprehend, interpret, and apply policies, procedures, and statutes
- Proficient in Excel, Word, and ability to learn various computer programs
- Excellent written and verbal communication skills; organized
- Work well independently and with others
- Respectful and good moral character