

## **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; Reviews and approves County Hospital Disbursements; 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; Experience in accounting and auditing; Experience working with government; 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; Unquestionably good moral character*