

Washington County

AUDITOR

The Washington County Auditor is an independent position appointed by the District Judges. The position has a two-year term of office. Has overall managerial responsibility for internal county auditing and accounting functions; approving all claims against the county prior to submission to Commissioners' Court; and reporting on the county's financial status to the Commissioners' Court and District Judges.

Responsibilities and Qualifications include but not limited to:

- Provides general oversight of the financial books and records of all county, district, or state officers authorized or required by law to receive or collect money or other property that is intended for the use of the county or that belongs to the county.
- Oversees financial record keeping. Prepares and administers account records for all county funds, receipts and disbursements; oversees the recording of financial transactions to provide accurate and timely financial reporting; maintains fixed asset records.
- Organizes and supervises internal audits of county departments/funds and assists external auditors.
- Compiles County budget.
- Prepare and submits monthly, quarterly, and/or annual reports as required by grants and the feds or state such as: Tobacco Settlement, Indigent Defense, ARPA, etc.
- BBA in Accounting or related field. CPA-preferred
- Competency in public accounting with two years of experience in auditing and accounting, preferably in the governmental sector.
- Three years of supervisory experience.

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office

Washington County Annex Building

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