

June 8, 2016

Immediate opening

Assistant Auditor

Applicant must be a person of unquestionably good moral character and intelligence, be bondable and will be required to submit to a background check.

Please review the job description and requirements below.

The Assistant Auditor will work within the auditor's office and is charged with reviewing the county's financial reporting systems and policies to see if the financial reports are accurate, complete and in accordance with local, state, and federal audit requirements and standards.

Main responsibilities:

- Provide help and support to the Auditor to review the county's internal controls and procedures
- Review and evaluate the accuracy of accounting systems and procedures
- Ensure compliance with local, state, and federal audit policies and regulations
- Establish working relationships with county's staff and elected officials

Required skills:

- Basic knowledge about accounting principles & methods
- Good oral and written communication skills
- Organized and strategic planner
- Attention to detail
- Familiar with Microsoft Office (Excel, Word, & Outlook)

Please send applications/resumes via email to Treva.Watson@co.brewster.tx.us.