

9/5/2017



LIBERTY COUNTY
DWAYNE GOTT, CPA - COUNTY AUDITOR

310 MAIN
LIBERTY, TEXAS 77575

936-336-4604
936-346-4638 FAX

Assistant Auditor

- Job Title:** Assistant Auditor
- Setting:** County Auditor's Office
- Location:** Liberty, Texas
- Hours:** Monday – Friday/ 8am -5pm
- Reports to:** Auditor/First Assistant Auditor

Job Summary:

This position is responsible for assisting in reviewing all cash transactions within the county. Duties include auditing for compliance with all state statutes concerning county finance, ensuring that all financial transactions are reported accurately, and deposits are made in a timely manner.

Requirements:

This position requires formal training or work experience in accounting/bookkeeping. Must be able to use Microsoft Excel and Word. The successful applicant must be able to reconcile bank statements to G/L cash accounts using Excel. This position requires some local travel within the county, which will be reimbursed at the current IRS mileage rate.

Compensation:

Compensation will be based on experience. Liberty County offers an excellent benefit package which includes; Blue Cross/Blue Shield medical insurance, Dental, and Vision. Participation in Texas County and District Retirement System. Employees have the option of voluntary enrollment in a HSA, Deferred Compensation Plans, and several disability plans

Send Resume to:

Liberty County Auditor's Office
Attn: Angela Maselli CPA
310 Main Street
Liberty , Tx 77575