

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:

- Prepare and examine financial records, financial statements, and other financial reports.
- Examine, audit, and process construction billings
- Perform audits of various county departments to ensure strict compliance with state laws.
- Assist with General Ledger adjusting and closing entries

Requirements:

- Bachelor's degree in Accounting is required
- Three years of Accounting and/or Auditing experience is preferred
- CPA is preferred

Compensation:

- Competitive Salary based on experience
- Group Health Insurance with family coverage
- Dental, Vision, and suite of cafeteria plans available
- Participation in the Texas County and District Employees Retirement System. Employees contribute 7% and the County match is 17.5%.

Please send completed application (available on this website) to:

Kim Harris

Liberty County Treasurer

1901 Cos Street

Liberty, Texas