



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> <b>Bastrop County Auditor</b>	<b>Opening Date:</b> <b>November 17, 2022</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job Posting #:</b> <b>220364</b>
<b>Department:</b> <b>Auditor's Office</b>	<b>Starting Salary:</b> <b>\$113,000-\$115,217</b> (Determined on Qualifications)	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>Local</b>

## INTERNAL/EXTERNAL JOB POSTING

**BRIEF JOB DESCRIPTION:** Under the direct supervision of the Bastrop County District Judge, this position performs highly responsible, confidential, and advanced administrative tasks related to the functions of the Bastrop County Auditor's office. Work involves research, planning, reporting, accounting and technical support in relation to office management, budget processing, audit procedures, fixed assets, accounts payable, payroll and procurement matters. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Manage, direct, and coordinate the work of subordinate staff members; Lead, organize, train, and review the work of staff in the area of work assigned; Ability to give and follow instructions accurately and efficiently; clear and concise administrative and financial reports; Ability to read, analyze, and interpret financial data within a variety of reports and correspondence; Perform multiple tasks simultaneously in a timely manner.

**MINIMUM QUALIFICATIONS:** Advanced principles and practices of administrative management; Applicable laws as related to the functions of the County Auditor's Office; Methods and techniques of leadership, training, and supervision of staff; Advanced auditing and accounting fundamentals; Personal Computer skills and software, including Microsoft Office.

**PREFERRED QUALIFICATIONS:** Bachelor's degree in related field and a minimum three (3) years of experience in a related field is preferred; or an equivalent combination of education and related experience required. Three (3) to four (4) years previous experience performing administrative, financial, and supervisory duties. Prior experience or training related to governmental accounting and administration is preferred, or an equivalent combination of education, training and experience.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed online at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us).

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Bastrop County Auditor*

**Department:** Auditor's Office      **FLSA Status:** Exempt

**Reports To:** District Judges

**SUMMARY:** The Bastrop County Auditor is an independent position appointed by the District Judges. Has overall managerial responsibility for internal county auditing and accounting functions. This position performs highly responsible, confidential, and advanced supervisory tasks related to the functions of the Bastrop County Auditor's office. Work involves research, planning, reporting, accounting and technical support in relation to office management, budget processing, audit procedures, fixed assets and accounts payable. This position will be responsible for assigning and/or supervising the work of others, including exercising functional and technical supervision over subordinate personnel; leads, trains, and organizes staff and assignments, and interprets, performs, explains, and enforces department policies and procedures. Provides effective working relations with County Officials, Department Heads, staff and the general public as well as maintains confidentiality of the department at all times.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Exercises supervision over all Auditor's office employees;  
Receives general supervision from the District Judges.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Performs supervisory functions including interviewing, hiring and training employees; scheduling and assignment of duties of subordinate staff; monitors work processes, provides feedback, collects data for performance measures, appraises performance; establishes goals and objectives, and recommends/implements process improvements; rewards and disciplines employees; addresses complaints and resolves problems; provides guidance and support to staff members; monitors staff performance;
2. Develops and monitors projects such as Capital Improvement Plan (CIP), Burleson Crossing (381 Agreement), TIRZ (Tax Increment Reinvestment Zone), CERTZ (County Energy Transportation Reinvestment Zone) and Boot Camp;
3. Prepares annual and semiannual reports including status reports, tobacco settlement reports, lateral road and bridge reports, housing of prisoner reports and various state reports; manages holiday fund bank account, and rollover accounts; tracks and reports bonds and unaudited and arbitrage calculations; prepares reports regarding recapitulation, Chapter 59, Senate Bill 12, Workers Compensation, Unemployment Insurance and 911 addressing; invoices and manages parcel, radio and other account receivables;
4. Assists with the maintenance of internal financial policies such as cell phone, travel, physical inventory and capital asset policies; maintains fixed asset records through inventory inspections, audits, and tracking and monitoring of all assets assigned to county departments; Schedules, organizes and performs on-site physical verification of County's assets, follows up on discrepancies, prepares reports and documentation;

5. Monitors the County budget; monitors County departments' expenditures ensuring compliance with established policies and procedures and adherence to budget limitations; reviews availability of funds for requested purchases and evaluates requests for interdepartmental fund transfers; oversees and approves procurement of purchases over \$50,000 within established guidelines.
6. Creates and manages salary worksheets for creation of the County budget and for purposes of tracking and approving new hires, terminations and adjustments of all County personnel. Processes Personnel Action Forms (PAF's) and job posting requests within budget limits; Creates and distributes the Annual Budget Book; monitors the County budget; creates and records budget amendments and required journal entries; prepares and distributes monthly financial reports and performs financial analysis upon request; Presents in Commissioners Court accordingly;
7. Interprets, applies and administers federal, state and local laws, policies and regulations as they pertain to the operations of the County Auditors Office; audits various departments to assure accordance to standards, policies and procedures; evaluates audit findings and recommends actions under the supervision of the County Auditor; Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Compiles and presents findings within specialized reports to departments for review, discussion and implementation.
8. Assists the outside Auditor with the annual independent audit of the County; assists with enforcement of statutes concerning County finances;
9. Approves and updates journal entries created by the County Treasurer; assists Accounts Payable Clerk with coding of billing statements; approves bi-monthly bills for Commissioners Court; posts, approves and updates billing statement batches prior to presenting to Commissioners Court;
10. Prepares various correspondence and reports in response to requests from vendors and relation to open records requests; maintains extensive files and records including contract files, internal Commissioners Court files and related office files; researches, compiles and analyzes data for special projects as required;
11. Oversees, reviews and approves departmental timesheets and time entry submission to ensure accuracy, proper approval of leave usage, and meeting of deadlines as required for payroll processing; performs periodic audits of employees timesheet records and/or leave balances;
12. Monitors and manages the annual departmental budget and assists in the preparation of the annual departmental budget request, to include a forecast of funds needed for staffing, training, equipment, materials and supplies;
13. Manages and participates in the development and implementation of goals, objectives, policies, procedures and priorities for assigned programs;
14. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding operations of County Auditor's Office;
15. Assist with all aspects of preparation of the county budget; Presents to Commissioners Court accordingly;
16. Manages and supervises capital project accounting, budgeting, and legal compliance within the department and other county departments.
17. Provides financial analysis as requested by department heads, elected officials, and other County personnel, as requested; provides budget revenue and expense as necessary.
18. Oversees all phases of financial internal controls; Coordinates and participates in complex financial reviews of organizational and functional activities of County departments and programs to evaluate the adequacy and effectiveness of management controls over those activities and adherence to established

laws, regulations, policies, and procedures in program planning, accounting, custodial, and control activities.

19. Provides guidance and ensures effective tracking of all County contracts by organizing, maintaining and electronically tracking all County contracts and related documents while ensuring the database system functions properly. Notifies the appropriate elected official or department head of pertinent information relating to contract expiration;
20. Conducts quarterly audit of Treasurer's Office state quarterly reports and corresponding general ledger accounts for correlation and accuracy prior to submittal to the appropriate state office.
21. Oversees annual review of investment policy and makes necessary changes required by legislature; Presents to Commissioners Court accordingly;
22. Monitors county bank accounts, preparing bank reconciliations and defining end of the month & year processes to include audit of pooled cash and due to due from reports in relation to the general ledger. Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions. Tracks, codes, and prepares reports for investment and nonprofit transactions;
23. Collaborates with each elected official and department head to apply for grants directly and manages each; such as SCAPP Program, Hazardous Waste Clean Up, Flood Plain Study, PFW Program, Auto Theft Task Force, Family Crisis Center, Indigent Defense Task Force and Emergency Management Performance. This entails tracking revenue and expenses, creating reports, monitoring to keep the county in compliance;
24. Works in conjunction with the General Land Office, Housing and Urban Development as well as the Community Development Block Grant program to track and oversee disaster recovery projects for Bastrop County. Assists in all areas including procurement, change orders, contracts, amendments, construction documents and closeouts;
25. Maintains confidentiality and security of all County Auditor's Office information and systems; is administrator of the financial software applications and operations.
26. Serve as a member of the County's investment committee. Validate and manage all investments on behalf of the County per the Texas Public Funds Investment Act.

**OTHER FUNCTIONS:** Regular attendance is considered an Essential Function of this job. **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Advanced principles and practices of administrative management;  
Applicable laws as related to the functions of the County Auditor's Office;  
Methods and techniques of leadership, training, and supervision of staff;  
Advanced auditing and accounting fundamentals;  
Personal Computer skills and software, including Microsoft Office;  
Principles and practices of local governmental fiscal operations, budget preparation and administration;

Principles and practices of program development and record keeping;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Data entry and retrieval;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Manage, direct, and coordinate the work of subordinate staff members;  
Lead, organize, train and review the work of staff in the area of work assigned;  
Ability to give and follow instructions accurately and efficiently;  
Prepare clear and concise administrative and financial reports;  
Ability to read, analyze, and interpret financial data within a variety of reports and correspondence;  
Perform multiple tasks simultaneously in a timely manner;  
Record and disseminate accurate information from telephone conversations and personal contact;  
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills; Ability to flourish in a fast-paced environment and willing to adapt to change;  
Interpret and apply federal, state, and local policies, laws and regulations;  
Interpret, explain and enforce department policies and procedures;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision; is able to exercise initiative and independent judgment in analyzing and applying standards to a variety of situations;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times;  
Requires the ability to exercise initiative and attention to detail;  
Requires the ability to oversee purchasing authority over \$50,000;  
Requires skill in research and statistical analysis.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three (3) to four (4) years previous experience performing administrative, financial and supervisory duties;  
Prior experience or training related to governmental accounting and administration is preferred; or an equivalent combination of education, training and experience.

**Education:**

Bachelor's degree in related field and a minimum three (3) years of experience in a related field is preferred; or an equivalent combination of education and related experience required.

High School diploma or equivalent

**Licensing:**

Possession of a valid Texas driver's license; must retain an active status as a Notary Public.

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*