

Titus County has an ASSISTANT AUDITOR SUPPORT position opening. This is a part time position and requires the ability to perform administrative financial/clerical work under direct supervision of the auditor. An application and job description are located on the Titus County website at www.co.titus.tx.us in the lower left section of the homepage under Job Postings. Applications and resumes may be emailed to auditor@co.titus.tx.us or delivered to the Titus County Auditor at 100 W. 1st Street, Suite 106. For questions, please call 903-572-8101. Applications are due by December 1, 2021.

TITUS COUNTY – JOB DESCRIPTION

TITLE: Fourth Assistant Auditor – Admin Financial/Clerical

REPORTS TO: County Auditor

FLSA – Non-Exempt, Part Time, Less than 29 Hours per Week

SUMMARY: Provide support for auditor’s office staff as directed by County Auditor.

PREFERRED EDUCATION AND EXPERIENCE:

High School Diploma

Experience in Administrative Financial and Clerical Support

Two years’ experience using Excel and technology tools such as Word and Accounting Software

ESSENTIAL SKILLS:

Willingness to learn and take on new tasks with accuracy

Attention to detail

Ability to work in team setting

Excellent oral and written communication skills – Customer Focused

Keep Titus County Auditor informed of all activities

ESSENTIAL FUNCTIONS & REQUIRED DUTIES:

ACCOUNTS PAYABLE PROCESSING: Prepares recurring invoices for approval. Performs data entry in accounting software. Prepares travel registrations, advances and reimbursements for approval with particular attention to date needed.

INTERNAL AUDITING: Verify that invoices have not been previously paid. Examine purchase orders for appropriate approval. Responsible for electronic filing of accounts payable and purchasing documents.

PURCHASING: Maintain up-to-date W-9s and Certificates of Insurance Liability. Verify that Titus County is listed as insured and contact vendors when coverage is nearing expiration or W-9 is needed. Serve as backup for issuance of purchase orders based on information from elected officials including vendor name, amount and account codes.

INTERNAL REPORTING: Serve as backup for delivery of official documents to county clerk after each commissioners’ court. Scan accounts payable documents into electronic storage system and evaluate for completeness.

EXTERNAL REPORTING: Assist with 1099 prep by collecting W-9 for each vendor before accounts payable is processed. Assist with verification of taxpayer identification number for 1099 processing.

EXTERNAL AUDITING: Facilitate data collection both within the auditor’s office and with other elected officials as directed.

GENERAL FUNCTIONS: Responsible for greeting the public, answering incoming calls and managing the mail. Responsible for maintaining well organized and appropriate notes and files for accounts payable and purchase processing and reporting in the event of an absence. Other duties as assigned. Responsible for implementation of records management of accounts payable and purchasing and related documents including maintenance of list of items destroyed as directed.

INTERPERSONAL SKILLS: Independent in fact and appearance. Exhibits the highest level of integrity. Must demonstrate consistent objectivity in decision making and time management skills. Displays initiative and seeks opportunities for constant improvement.

Collaborates with other employees as part of Titus County Audit Team. Willing to participate in training and maintain an approachable demeanor.

PHYSICAL REQUIREMENTS: Report to work regularly and timely prepared to engage in producing a work product. Work is typically performed while sitting at desk or table while intermittently standing, bending, stooping, etc. to collect office supplies or files. May be subject to be called to work on weekends, holidays or other time off in the event of an immediate need as determined by the Titus County Auditor. Work location is generally Titus County Courthouse. Regular attendance and timeliness at worksite is required.

SPECIAL CONDITIONS: Must pass a criminal history background check and credit check upon hiring or as requested. Supervised by Titus County Auditor. Participate in cybersecurity training on an annual basis and take steps to protect the security of documents.

LIMITATIONS & DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION: All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties required by their supervisor in compliance with federal and state laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continue employment remains on an "at-will" basis.

Employee Signature	Date
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Supervisor Signature	Date
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TITUS COUNTY APPLICATION OF EMPLOYMENT

(Please print plainly in ink or type. Note that there is a
"Certification and Agreement" on the last page that you are required to sign.)

Date _____

PERSONAL

Name _____
Last First Middle Initial

Present address _____
No. Street City State County Zip

How many years have you lived at this address _____ Telephone No. () _____

Previous address _____ How long did you live there? _____
No. Street City State Zip

Job(s) applied for 1. _____ Rate of pay expected \$ _____ per _____
2. _____ Rate of pay expected \$ _____ per _____

How did you learn of this position? _____

Do you want to work: (circle one) Full-time Part-time

Available for: (circle one) 1st Shift 2nd Shift Weekend

Have you worked for us before? _____ If yes, when? _____

List any friends or relatives working for us. _____

If hired, what date will you be available to start work? _____

MILITARY SERVICE RECORD

Have you ever served in the Armed Forces? Yes ___ No ___ If yes, which branch _____

Dates of duty: From _____ To _____
mo/day/yr mo/day/yr

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME, CITY, AND STATE OF SCHOOL	MAJOR COURSE OF STUDY	GRADUATED
High School			
GED			
College			
Graduate			
Business/Trade			

WORK HISTORY (List in order last or present employer first)

Dates Employed	Present/Last Employer	Rate of Pay	Supervisor	Reason for Leaving

Job Title/Summary of Duties

Dates Employed	Present/Last Employer	Rate of Pay	Supervisor	Reason for Leaving

Job Title/Summary of Duties

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Job Title/Summary of Duties

May we contact the employers listed above? _____ If no, please indicate which one(s) you do not wish us to contact _____

PERSONAL REFERENCES

(Excluding former employers or relatives)

Name	Occupation	Years Known	Telephone Number

Have you been convicted of a felony in the past 7 years? _____ If yes, please describe in full detail _____

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false statement or omission of information on this application is sufficient cause for rejecting me for employment with Titus County, or, if I am employed by Titus County, is sufficient cause for dismissal.

You are authorized to make any investigation of my personal, work, criminal background and driver's license check with driving record. I release former employers, their companies and any other parties from all liability for any damages that may result from furnishing information to you concerning me.

In consideration of my employment, I agree to comply with the rules and regulations of Titus County, and agree that my employment can be terminated with or without cause, and with or without notice, at the option of either Titus County or myself.

Signature of Applicant _____ Date _____