

## **ASSISTANT AUDITOR – FISHER COUNTY**

The Fisher County Auditor's office seeks a qualified individual for an Assistant Auditor

The Assistant Auditor reports directly to the Fisher County Auditor.

The Assistant Auditor is an Appointment by the District Judge.

### **Education**

High School Diploma or equivalent; two years' experience in a related field.

### **Requirements**

Proficient with Excel and Word and must be a good communicator

Capable of obtaining a bond at the County's expense

References required

### **Description of Job Duties**

The Assistant Auditor will be responsible for working with the County Auditor on the following:

Perform audits of payroll on an ongoing basis

Audits of fixed assets, maintenance of fixed asset database, property insurance and title documents

Will have to go onsite to do inventory at least once a year at Precinct barns.

Audit the accounts, dockets, and records of each Clerk, Justice of the Peace, Sheriff, Tax Assessor-Collector to determine if the official has custody of any money that belongs to the county

Audit the receipt books of each Official collecting fines and fees in criminal cases to determine whether money collected had been properly disposed of

Audit and reconcile Jury Funds, Petty cash accounts

Assist outside Audit firm in preparing for annual audits of county by compiling and gathering data

Assist with reports to the Comptroller and other agencies

### **Will also be required to help with the daily duties of the office:**

Answering the phone

Greeting and assisting anyone that enters the office

Filing and scanning of documents

Help with review of invoices, create purchase orders and match with invoices

### **Job Type: Full-Time**

Pay: \$32032.00

Benefits: TCDRS – Retirement

Insurance: Health, Dental, & Vision

Email application to: [Becky.mauldin@fishercounty.org](mailto:Becky.mauldin@fishercounty.org)