

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: \$29,058.00

Benefits: TCDRS – Retirement

Insurance: Health, Dental, & Vision

Email application to: Becky.mauldin@fishercounty.org

FISHER COUNTY, TEXAS
APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-related medical condition or handicap.

PLEASE TYPE OR PRINT

Date of application _____

Position applied for: _____

Name _____
Last First Middle

Address _____
PO Box or Number and Street City State Zip Code

Phone: _____ cell/home Social Security Number _____

Are you employed ____ Yes ____ No May we contact your present employer? _____

Date available to work? _____ Available to work: ____ Full Time ____ Part Time

Are you a citizen of the United States? ____ Yes ____ No

If no, are you authorized to work in the U.S.? ____ Yes ____ No

Have you ever worked for Fisher County? ____ Yes ____ No

Have you been convicted of a felony? ____ Yes ____ No
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain _____

Veteran of U.S. Military Service? ____ Yes ____ No If Yes, Branch: _____

Education

| | Elementary | High School | College/ University | Graduate/ Professional |
|-----------------|------------|-------------|------------------------|---------------------------|
| School Name | | | | |
| Years completed | | | | |
| (Circle one) | 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |

Diploma/Degree: _____

REFERENCES: Give name, address and telephone number of three references that are not related to you and are not previous employers.

JOB RELATED SKILLS:

Please state any additional information you feel may be helpful to us in considering your application. Attach additional sheet if necessary.

EMPLOYMENT EXPERIENCE

Start with your present or last job:

| | | |
|----------------------|-------------------|----------------|
| Employer: | Phone: () | |
| Address: | Supervisor: | |
| Job Title: | Responsibilities: | |
| From: To: | Starting Salary: | Ending Salary: |

Reason for Leaving:

| | | |
|----------------------|-------------------|----------------|
| Employer: | Phone: () | |
| Address: | Supervisor: | |
| Job Title: | Responsibilities: | |
| From: To: | Starting Salary: | Ending Salary: |

Reason for Leaving:

| | | |
|----------------------|-------------------|----------------|
| Employer: | Phone: () | |
| Address: | Supervisor: | |
| Job Title: | Responsibilities: | |
| From: To: | Starting Salary: | Ending Salary: |

Reason for Leaving:

(If you need additional space, please continue on a separate sheet.)

Emergency Contact:

Address:

City, State, Zip

Home Phone:

Cell Phone:

PLEASE READ CAREFULLY

The following policy statements apply to an applicant **IF HIRED**.

Employment with Fisher County is for no definite period of time. Fisher County may change wages, benefits and conditions at any time.

1. Fisher County may terminate employment at any time without liability for wages or salary except such as may have been earned at the date of termination. If requested by the management at any time, employee must submit to a search of person, desk, locker, etc., assigned to him/her, and must waive all claims for damages on account of such examination.
2. This application for employment is not, and is not intended to be a contract of employment and no employment contract is being offered.

APPLICANT'S CERTIFICATION AND AGREEMENT

I have read, understand, and agree to the above statements, if hired.

I certify that answers given herein are true and correct to the best of my knowledge and understand that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal to hire, or, if hired, termination from employment. I authorize investigation of all statements contained in this application and other included documents as may be necessary in arriving at an employment decision. I hereby release from liability any person (s) / organization (s) giving such information.

Date_____

Signature_____

Printed Name_____