

**Llano County  
Employment Opportunity  
Auditor  
\$110,000 Annually**

Llano County is seeking the position of County Auditor. This is an Exempt position and is appointed by the 33<sup>rd</sup> and 424<sup>th</sup> District Judges to serve a 2-year term. The County Auditor acts as Chief Financial Officer for the County and is responsible for financial accounting and reporting, budgetary controls, accounts payable, internal auditing, grant management and inventory of fixed assets.

**Background check is required**

Opening date and location: Resumes and or applications will be accepted until the position is filled. Location is 100 W. Sandstone, Suite 200, Llano, Texas 78643. **Please respond via email to the 33<sup>rd</sup>/424<sup>th</sup> Judicial District Court at 33coordinator@dcourttx.org.**

Benefits include: Retirement, Health & Dental insurance, vacation and sick pay, Holiday pay

**Llano County is an Equal Opportunity Employer**

## Summary/Objective

The Llano County Auditor is a Public Official appointed by the 33<sup>rd</sup> and 424<sup>th</sup> District Judges to serve a two-year term. The County Auditor acts as Chief Financial Officer for the County. This position is responsible for financial accounting and reporting, budgetary controls, accounts payable, internal auditing, grant management and inventory of fixed assets.

## Duties and Responsibilities:

- Maintain accounting records and oversee the general ledger.
- Examine and approve all claims and bills of the county prior to payment.
- Ensuring county spending is in compliance with the budget adopted by Commissioners' Court.
- Work with the County Judge to assist with the development and execution of the County's annual budget.
- Advise the Commissioners' Court on financial matters.
- Ability to interpret constitutional statutes applying to county governments.
- Audit books, accounts and reports related to county finances.
- Manage and oversee employees in the Auditor's office.
- Oversee grant accounting and reporting.

## Skills and Abilities:

- Knowledge of principles, practices and terminology in accounting and auditing.
- Knowledge of county departmental operations, organization, accountability and responsibility.
- Knowledge of governmental accounting, auditing, pooled cash and budgeting.
- Excellent written and verbal communication skills.
- Must complete a minimum of 40 hours of continuing education during each term of office.

## Education and Experience:

- Bachelor's degree in accounting
- Certified Public Accountant or master's degree in accounting is preferred
- Minimum of three years of experience in accounting and auditing, preferably government related