



COUNTY of KLEBERG
KINGSVILLE, TEXAS

**Job Opening
Kleberg County Auditor**

STATUTORY QUALIFICATIONS: (TEX. LOC. GOV'T CODE 84.006)

A county auditor must be (1) a competent accountant with at least 2 years' experience in auditing and accounting; (2) thoroughly competent in public business details; and (3) a person of unquestionably good moral character and intelligence.

Minimum Qualifications:

- Bachelor's degree from an accredited university in Public or Business Administration with a major in Accounting, Finance, or closely related field, Certified Public Accountant (CPA) preferred.
- Three (3) years of experience in the areas of governmental accounting and auditing.
- Fund accounting experience with knowledge of General Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and applicable laws, codes and regulations.
- Knowledge of computer technology principles, terminology, programming, and automated systems.

Requirements:

- During each full term of office, complete 40 classroom hour of instruction in courses relating to the duties of county auditor and accredited by the Texas State Board of Public Accountancy as continuing professional education credit for certified public accountants. (Texas Local Government Code, Section 84.005)
- Bondable.
- Texas Driver's License

Essential Responsibilities and Functions:

- County Auditor is responsible for fiscal oversight of the County's finances.
- Manages and oversees the activities and operations of general ledger accounting, accounts payable, purchasing, budgeting, grants, capital project accounting, fixed asset accounting, financial reporting, risk management, debt management and internal audit functions for the County.
- The County Auditor has general oversight of the financial system and records of all county, district, or state officers authorized or required by law to receive or collect money or other property that is intended for the use of the County or that belongs to the County.
- Assists the County Judge and Commissioners Court in preparation of the County's annual budget. Prepares and provides financial forecasts for revenue and expenditures for County budget and assists with the process of setting county tax rate.
- The County Auditor ensures that all County officials and staff comply with the state and federal laws governing county finances and maintains an effective financial accounting and reporting

system to show all the transactions of the County relating to accounts, contracts assets, indebtedness, and receipts and disbursements.

- Serves as the primary contact to outside auditors during state, federal, and independent financial audits.
- Attends all Commissioners Court meetings.
- Oversees internal audit services to the County. Conducts periodic reviews of the financial reports of each department in the County which collects or disburses County funds.
- Advises Commissioners Court in regards to budget status, bids, grants, purchasing, and other financial matters.
- Interviews, hires and insures proper training of employees for Auditor's Office.
- Evaluates Auditor's Office employee's performance, recommends salary adjustments, promotions and terminations.

Knowledge, Skills, and Abilities:

- Knowledge of relevant local, state, and federal laws.
- Knowledge of accounting and auditing guidelines and principles.
- Be highly analytical, organized, precise, and detail oriented.
- Display good judgement and diplomacy in various situations.
- Organize work into priorities while maintaining flexibility or reorganize as priorities change.
- Handle confidential information with professionalism, integrity, and tact.
- Demonstrate good oral and written communication skills.
- Must be able to communicate effectively with County officials, staff, and the public.

Starting Salary:

*Salary determined by District Court Judge and depends on experience.

RESUMES WILL BE ACCEPTED UNTIL OCTOBER 20, 2023.
Please email resume along with cover letter to twhipple@kcsd.com

KLEBERG COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.