



VAN ZANDT COUNTY

County Auditor

Sandy Hill

Assistant Auditor I
Michelle Kenny
Shay Melton

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Assistant Auditor II
Open

Open Position:

Assistant Auditor II

Job Overview:

This position is responsible for various duties including but not limited to purchasing, inventory control and financial audits. Some administrative duties assisting the County auditor are required.

Responsibilities and Duties:

Purchasing responsibilities include processing all purchase orders for the County, W-9 verification on each County vendor and competitive bidding for purchases over \$50,000.

Inventory Control which includes monitoring acquisitions, disposals and onsite counting verification for the County inventory.

Title and vehicle registration for County equipment.

Auditing duties will include surprise cash counts, auditing bank reconciliations, receipts and disbursements for County fee offices and internal control audit.

Qualifications:

Applicant must have at least two years' experience in accounting. Auditing experience, a plus and be a person of unquestionably good moral character and intelligence. Applicant will be required to take oath of office and be bonded.

Pay will be based on qualification and experience, \$13.50 to \$14.50 per hour plus benefits package.

Send Van Zandt County **Employment Application** along with Resume and/or cover letter if you have them to; Human Resources office, 121 E. Dallas St, room 105, Canton, TX 75103.