



POLK COUNTY, TEXAS

Adrena Gilbert, Human Resources Supervisor
602 E. Church Street, Suite 105
Livingston, TX 77351
Email: adrena.gilbert@co.polk.tx.us

Phone: 936-327-6802
Fax: 936-327-6879

TO: Sydney Murphy, County Judge & County Commissioners

FROM: Adrena Gilbert, Human Resources Director

RE: Revision of Personnel Management Systems Book 1

DATE: December 9, 2021

Book 1: **Job Description/302-Assistant County Auditor I**
Job Description was revised by the County Auditor for a more accurate description of the position duties.

Job Description/303-Assistant County Auditor II
Job Description was revised by the County Auditor for a more accurate description of the position duties.

Job Description: ASSISTANT COUNTY AUDITOR I

CLASS NO. 302

EEOC CATEGORY: Administrative Support

PAY GROUP: 105

FLSA: Non-Exempt

SUMMARY OF POSITION:

Manages front office operating activities. Operates multiline phone system, scans and files documents, assists with Purchase Requisition preparation, prepares reports, and performs secretarial duties. Ensures receipts and expenditures for county funds are properly accounted for, and that work papers for internal and external auditor's use are prepared. Assists Auditor with assigned duties, including, but not limited to, internal auditing, accounting, and budgeting for the county and all other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County Auditor.
2. Directs: This position is non-supervisory.
3. Other: Has contact with all county departments and external auditors; works closely with the county Treasurer's Office.

EXAMPLES OF WORK:

Essential Duties*

Answers all incoming calls and disseminates call and/or messages to the appropriate individual;

Scans and files all documentation and the supporting information;

Assists in the preparation, review and posting of Purchase Requisitions to the appropriate accounts;

Maintains office supply inventory, compiling price quotes on needed items and ordering supplies as necessary;

Maintains copier report for all County offices and provides the information to the vendor.

Reconciles billing for proper payment, i.e. credit cards.

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 302 (Continued)

Enters information onto computer database, compiling report data and producing computerized reports;

Examines and verifies billing and disbursement information for county;

Prepares utility billings for processing;

Performs such other duties as may be assigned.

Other Important Duties*

Assists other county departments with financial reports, purchase requisitions, assignment of appropriate budget codes, and miscellaneous questions and problems;

Assists external auditors in location claims, assets, documentation, etc., and in preparing work papers;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill to: operate multiple phone lines; operate standard office equipment (including copier, typewriter and calculator); recommended typing speed is 30 net words per minute with a high degree of accuracy. Appointed Department Heads are required and Elected Officials are strongly encouraged to utilize job related skills testing in the application process.

Ability to: establish and maintain effective working relationships with other county employees, vendors, and the general public; perform mathematical computations with and without mechanical assistance; understand and follow instructions and communicate effectively, both orally and in writing.

Other: may be required to be able to translate between Spanish and English.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

None.

*for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: ASSISTANT COUNTY AUDITOR II

CLASS NO. 303

EEOC CATEGORY: Administrative Support

PAY GROUP: 108

FLSA: Non-Exempt

SUMMARY OF POSITION:

This position is an integral part of the financial operations and the safeguarding of County assets. Duties to be performed include processing of all accounts payable, creation of purchase orders, accounting for the County's fixed assets and registrations, various monthly billings, completion and review of bank reconciliations. Will also assist Auditor with assigned duties, including, but not limited to, internal auditing and accounting. Ensures receipts and expenditures for county funds are properly accounted for, and that work papers for internal and external auditor's use are prepared.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** County Auditor.
2. **Directs:** This is non-supervisory position.
3. **Other:** Has contact with all county departments and external auditors; works closely with the County Treasurer's Office.

EXAMPLES OF WORK:

Examines and verifies billing and disbursement information for County;

Enters information into computer database, compiles report data and produces computerized reports;

Balances funds and accounts with other intra-county departments;

Reviews and posts requisitions to appropriate accounts;

Assists external auditors in location claims, assets, documentation, etc.

Assists other county departments with financial reports, purchase requisitions, assignment of appropriate budget codes, and miscellaneous questions and problems;

Enter payables and assign expenses from the County budget;

Performs mathematical calculation to ensure that invoices are correctly calculated when required;

**for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

12/21

CLASS NO: 303 (Continued)

Processing and payment of invoices correctly for each department throughout the County;

Completes monthly billing and quarterly reporting;

Check over, enter payables, print checks and check batch reports;

Runs monthly Auditor's report and uploads to website;

Prepares bank reconciliations for county departments and probation;

Reviews departmental reports and receipts to determine if cash is posted correctly;

Analyzes monthly/quarterly reports of county department's receipts to ensure account balances;

Documents any errors found in analysis of monthly reporting and receipts for correction;

Emails monthly reports;

Opens and reads Annual Bids;

Other Important Duties:

Assist County Auditor in annual budget preparations;

Prepare documentation for standard audits of county departments;

Attend educational seminars;

Track fixed assets and sell surplus assets on an online auction;

Create spreadsheets for various tasks;

Issues 1099 to vendors annually;

Performs other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: accepted accounting practices and principles; current office practices and procedure; state laws and statutes pertaining to records and accounting procedures required in maintaining and auditing statutory county offices; and computerized account systems.

Skill to: operate 10-key calculator in performing complex arithmetic calculations quickly and accurately; and typewriter and other office equipment efficiently and effectively.

Ability to: learn departmental policies, rules, regulations and procedures; adopt and apply established methods and procedures to varied accounting transactions; interpret financial

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

CLASS NO: 303 (Continued)

statements and to complete and prepare accurate accounting reports and statements of moderate complexity with minimum supervision; enter and retrieve data; establish and maintain effective working relationships with other county employee and external auditors; make sound decisions under stress; and maintain appropriate certifications.

QUALIFICATION REQUIREMENTS:

High school graduation, or its equivalent (further education with an emphasis on accounting, auditing, or business preferred).

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Certified as a Notary Public.