

Help Wanted

Jasper County Auditor's office has a fulltime position for an Assistant County Auditor. The position requires advanced knowledge and experience in Microsoft Excel. Heavy data entry required. Must have a High School Diploma or equivalent GED. Salary \$12.00 – 13.08, benefits after 90 days. Applications available at the County Auditor's Office, 150 N. Austin, Jasper, TX 75951 or by contacting Renee Weaver at 409-384-5212, Deadline for accepting applications is 4:00 p.m Friday, November 21, 2014.

Assistant Auditor—Data Entry

This position is primarily responsible for data entry and filing of all claims submitted for payment against Jasper County, as well as the County's Community Supervision and Corrections Department and various entities under the County's Juvenile Board. This position is required to maintain all vendor records including but not limited to capturing and reporting information in compliance with Internal Revenue Service requirements for Forms W-9 and 1099. This position also performs procedures relative to elected and appointed County officials, external entities, financial processes, and general ledger account balances. This position must perform duties related to internal reviews to examine the activities of elected and appointed officials' offices and to assist members of the organization in the effective discharge of their responsibilities. In compliance with specific statutes, this position tests the County's primary revenue sources, taxes and fees; conducts payroll reviews; and performs reviews of offices vacated by appointed or elected officials as directed by the First Assistant Auditor or County Auditor. Additionally, this position performs any other duties required for the operation of the county auditor's office.

JOB DESCRIPTION - ASSISTANT COUNTY AUDITOR—DATA ENTRY

Department

COUNTY AUDITOR

POSITION SUMMARY

This position is primarily responsible for data entry and filing of all claims submitted for payment against Jasper County, as well as the County's Community Supervision and Corrections Department and various entities under the County's Juvenile Board. This position is required to maintain all vendor records including but not limited to capturing and reporting information in compliance with Internal Revenue Service requirements for Forms W-9 and 1099. This position also performs procedures relative to elected and appointed County officials, external entities, financial processes, and general ledger account balances. This position must perform duties related to internal reviews to examine the activities of elected and appointed officials' offices and to assist members of the organization in the effective discharge of their responsibilities. In compliance with specific statutes, this position tests the County's primary revenue sources, taxes and fees; conducts payroll reviews; and performs reviews of offices vacated by appointed or elected officials as directed by the First Assistant Auditor or County Auditor.

ESSENTIAL RESPONSIBILITIES

1. Accounts Payable—Keying All Invoices
2. Accounts Payable—Filing All Invoices
3. Accounts Payable—Manage Forms W-9 Files IAW IRS Codes
4. Accounts Payable—Complete Reporting Requirements for IRS Forms 1099
5. Accounts Payable—Order Forms 1099
6. Accounts Payable—Record Postage Machine Usage
7. Accounts Payable—Manage Vendor Files and Year-End Processing
8. Accounts Payable—Complete Credit Applications and Tax Exemption Certificates
9. General Accounting—Close Month and Print Reports
10. General Accounting—Provide Month End Reports to County Departments
11. General Accounting—Perform Cash Counts and Reconciliations
12. Statutory Review—Review Books and Records of County Clerk
13. General Administration—Maintain Auditor's Office Manual
14. General Administration—Records Management for Auditor's Office

ADDITIONAL RESPONSIBILITIES

1. Light cleaning of office as well as rearranges furniture, equipment and/or files
2. Performs any other duties required for the operation of the county auditor's office

JASPER COUNTY

WORKING CONDITIONS

1. Work is performed in an office setting
2. High stress conditions exist each month
3. Requires occasional non-overnight travel
4. Requires occasional overnight travel for training
5. Requires working to meet statutory and procedural deadlines

EDUCATION

Minimum: High School Diploma

EXPERIENCE/SKILLS

1. Excellent Organizational Skills
2. 10-Key Calculator by Touch
3. Proficient in Microsoft Excel
4. Proficient in Microsoft Word
5. Proficient in Microsoft Outlook
6. Cash Reconciliation
7. Typing 40 Words Per Minute
8. Business Communication Skills Both Written and Spoken

PHYSICAL REQUIREMENTS

Performance of job duties requires:

1. Sitting for long periods of time
2. Repetitive digital and wrist movement
3. Typing for extended periods of time
4. Requires handwriting
5. Bending and stooping
6. Walking a minimum of one block at a time
7. Pulling wagon weighing approximately 50 pounds for one block
8. Lifting minimum of 35 pounds
9. Stacking file boxes weighing up 35 pounds
10. Minimal work overhead to move file boxes weighing up to 35 pounds

SPECIAL CONDITIONS

1. Occasional overtime
2. No discretionary absences during weeks before regular Commissioners Court meetings
3. Required to interact with elected and appointed county officials
4. Required to work with minimal supervision