

# Hansford County Job Description

## COUNTY AUDITOR

EEOC CATEGORY: Professionals

FLSA STATUS: Exempt

### SUMMARY OF POSITION

This position is charged with ensuring the strict enforcement of the governmental laws governing county finances and compliance with applicable laws, regulations and policies. It must create and maintain an environment of sound fiscal management and prescribe the system of accounting for the County. It administers the County Budget after adoption by the governing body of the County, the Commissioners Court. The County Auditor implements policies, procedures and forms to ensure the integrity and accuracy of financial records.

### PRIMARY DUTIES AND RESPONSIBILITIES

Designs, oversees, and maintains the centralized accounting system covering all departments of County government. Assists the County Judge, the county Budget Officer, on all activities and operations in implementing the County's budget process. Provides all financial information needed during the budget process. Audits departmental accounting data, applies accounting principles to transactions, identifies and corrects errors and recommends revisions to departmental accounting procedures. Designs and monitors internal control systems for all County departments to safeguard County assets. Monitors, interprets, and applies evolving professional standards to ensure the County's compliance with Generally Accepted Accounting Principles and Government Auditing Standards. Examines and approves all claims, bills and accounts of the County. Ensures that all claims against the County are within strict compliance of the adopted budget and meet legal requirements. Answers accounting/auditing questions and resolves issues presented by other County employees.

Prepares financial statements and coordinates the annual independent audit of those financial statements. Makes all accounting and auditing decisions as needed during this process. Complies with other financial reporting requirements set by state law and federal regulations. Performs special accounting analyses as needed. All other duties and responsibilities required by local, state, and federal laws.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Generally Accepted Accounting Principles, Government Auditing Standards, standard office policies and procedures, state financial statutes, county financial operations and policies.

**Skills/Ability to:** operate computer, including word processing and spreadsheet software; read legal documents, financial statements, letters, and memos; communicate effectively, both orally and in writing; interpret policies and procedures; perform basic mathematical operations and analytical functions; and establish and maintain working relationships with co-workers and the general public.

**PHYSICAL REQUIREMENTS:** Ability to sit for long periods of time. Ability to lift up to 50 lbs.

**QUALIFICATIONS:** At least two (2) years of experience in accounting or auditing or related experience. Must be a person of unquestionable good moral character and intelligence.

May pick up an application from Judge Benny Wilson's Office, 16 N.W. Court, Spearman, TX. Send application or resume to Hansford County Judge, Benny D. Wilson, 16 N.W. Court, Spearman, TX 79081

Hansford County, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Hansford County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

**HANSFORD COUNTY  
APPLICATION FOR EMPLOYMENT**

**AN EQUAL OPPORTUNITY EMPLOYER**

Date of Application \_\_\_\_\_ Position(s) Applied For \_\_\_\_\_

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Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Are you at least 18 years old? ☐ Yes ☐ No

Are you authorized to work in the United States on an unrestricted basis? ☐ Yes ☐ No

Have you ever been employed by Hansford County before? ☐ Yes ☐ No  
If yes, give date: \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No  
If yes, may we contact your present employer? ☐ Yes ☐ No

Have you been told the essential functions of the job or been shown a copy of the job description listing the essential functions of the job? ☐ Yes ☐ No

Can you perform these essential functions with or without reasonable accommodation? ☐ Yes ☐ No

When are you available to work? ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are there any hours, shifts, or days you cannot or will not work? \_\_\_\_\_

Are you willing to work overtime as required? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No  
(Conviction will not necessarily disqualify an applicant for employment)

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Wage or salary desired: \_\_\_\_\_

## EDUCATION

	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE	MAJOR	DIPLOMA/DEGREE
High School				
College/University				
College/University				
Other Training/Education:				

## WORK HISTORY

Most Recent Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	

Previous Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	



Previous Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	

Previous Employer	Dates Employed From: _____ To: _____
Address	Telephone
Job Title	Hourly Rate/Salary Starting: _____ Final: _____
Name and Title of Supervisor	
Description of Duties	
Reason for Leaving	

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge. If you are applying for a Road and Bridge position, please list equipment you can operate (for example: backhoe) and note if you have a Commercial Driver's License.

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## REFERENCES

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize Hansford County to make an investigation of any of the facts set forth in this application.

I understand that employment with Hansford County is "at will" which means that either I or Hansford County can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or official of Hansford County, other than the Commissioners' Court, has any authority to alter the foregoing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## AUTHORIZATION FOR A CRIMINAL BACKGROUND SEARCH

I, \_\_\_\_\_ (Full Name) authorize Hansford County to perform a criminal background search solely as a reference for possible employment with Hansford County.

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness