

**Job Description: ASSISTANT AUDITOR (ACCOUNTANT - GRANTS AND ACCOUNTING)**

**Class No.** 204  
**Position No.** 495-6430  
**Pay Group:** 15

**Department:** Auditor's Office  
**EEOC Category:** Administrative Support  
**FLSA:** Nonexempt

**SUMMARY OF POSITION**

This position is generally responsible for all grant reporting and compliance and for maintaining financial records for special local entities. Duties include preparing quarterly reports, verifying compliance with grant requirements, reviewing the general ledger to ensure accuracy and to review for accounting issues, preparing journal entries, processing accounts payable for specialized local entities, assists accounts payable department as needed, assists in preparing work papers and end of year entries for external auditors and prepares other general reports as needed.

**ORGANIZATIONAL RELATIONSHIPS:**

This position reports directly to the First Assistant. This is a non-supervisory position. This position works closely with the County Treasurer's office; and has contact with county departments, banks, and external auditors.

**EXAMPLES OF WORK**

**Essential Duties\***

Checks records for compliance with state laws, generally accepted accounting principles, and local record keeping requirements, including payroll, vouchers, operating reports, etc.;

Reviews and understands financial requirements and assurances of each grant; checks and documents that all grants for compliance with all grant requirements;

Ensures that all grants are properly documented and that supporting documentation is clearly labeled in the grant files;

Ensures that all grants follow proper procurement procedures, and that this is documented in the grant file;

Enters accounts payable invoices for Juvenile Department, Community Corrections and Supervision Department and District Attorney's Office and assists with accounts payable department to enter invoices as needed;

On invoices entered into the computer system, verify the appropriate lines to which expenditures will be applied;

Prints bill lists for approval of Commissioners Court;

Provides assistance when outside auditor needs help or has questions such as preparing annual schedules, compiling data, and analyzing data for outside auditors, when requested;

Prepares and submits financial reports for all grants (Examples: Quarterly financial reports for Emergency Management, Community Corrections and Supervision Department, Juvenile Probation) quarterly reports using computer with standard word processing, spreadsheet, and graphics software packages

Coordinates the preparation and submission programmatic grant reports, if not submitted directly by the department responsible.

Prepares and submits all requests for payments for all grants, and ensures that all grants funds are received.

Reviews detailed general ledger and transactions for possible posting or coding errors on all grants and specialized local entities;

**CLASS NO. 204** *(Continued)*

Reconciles each grant fund on a quarterly basis, and at the year end of each grant;

Prepares reoccurring monthly journal entries;

Prepares regular and correcting journal entries as needed;

Prepares journal entries for all grant receivables at year end;

Verifies cash receipts and disbursements;

Reconciles monthly departmental revenue reports to the general ledger;

Assists in collecting data, preparing schedules, data entry and verification of data for the annual county budget;

Compiles all utility consumption in spreadsheet to be posted on the County's website;

Prints, reviews, and submits the accounts payable check register to comply with the financial transparency requirements on the County's website;

Annually reviews the Texas Comptroller of Public Accounts financial transparency requirements and ensure compliance at the Gold level, and completes and submits the application each year for the award;

Prepares monthly spreadsheet on utility consumption;

Compiles and calculates unemployment and prepares journal entries quarterly and at end of grant fiscal years;

Prepares or assists in preparing periodic reports;

Prepares or assists with research projects;

Prepares or assists with open records requests;

Assists with fixed assets as needed (examples: tagging items with yellow fixed asset tag, entering or updating information in the computer system and assist with reconciliation of fixed assets, assisting with validation and verification of assets being sold at auction, performing inventory of fixed assets);

Assists with internal audit as needed;

Must be able to communicate effectively both orally and in writing; and

Performs such other related duties as may be assigned.

**OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* standard office practices and procedures; generally accepted accounting principles; departmental policies and procedures; state laws and statutes pertaining to records and accounting procedures required in maintaining and auditing statutory county offices; and computerized accounting systems.

*Skill/Ability to:* adopt and apply established methods and procedures to varied accounting transactions; interpret financial statements; ability to recognize questionable or unallowable expenses, and to recognize when and expense should be questioned; complete and prepare accurate accounting reports and statements of moderate complexity; operate or learn to operate computer using standard word processing, spreadsheet, and graphics software packages; operate adding and calculating machines in performing complex arithmetic calculations quickly and accurately; and establish and maintain effective working relationships with co-workers, banks, and external auditors.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in accounting;  
or two years of college including accounting courses, plus at least four years of experience in accounting or auditing;  
or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Certification as a Certified Public Accountant (CPA) or satisfactory completion of portions of the CPA examination is preferred.

**COMMENTS**

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

**CLASS NO. 204** *(Continued)*

**JOB DESCRIPTION FOR POSITION:**

**204-Assistant Auditor (Accountant - Grants and Accounting)**

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

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**Signature of Employee**

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**Date**

This signed original will be placed in employee's Personnel File.