



JOB DESCRIPTION

Job Title: Assistant Auditor I (Accounts Payable Duties)
Department: Auditor's Office
Reports To/Approve by: County Auditor
FLSA Status: Non-Exempt
Grade: AA I \$22.48
Posting Date: July 01, 2026

STATUTORY REQUIREMENTS: Local Government Code 84.021The county auditor may certify a list stating number of assistants to the district Judges.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include, but are not limited to the following:

- Audit and process outgoing payments in compliance with finance policies and procedures
- Facilitate payment of invoice by communicating with other County departments and vendors
- Generate reports for accounts payable status
- Reconcile vendor accounts with monthly statements
- Resolving purchase order, invoice or payment discrepancies
- Answer phones and direct to correct department desk or outside department
- Other compliance duties as assigned

QUALIFICATIONS:

- Strong data entry skills
- High degree of Accuracy
- Proficient in Microsoft Excel
- Experience using Microsoft Word and Outlook
- Knowledge of accounting principles & Accounts payable processes
- Critical Thinking Skills
- Familiarity with payable processing
- Ability to work independently and cooperatively within a team
- Time Management
- Ability to meet deadlines
- Ability to function under pressure in a fast-paced environment
- Organizational Skills

EDUCATION/EXPERIENCE:

- High School Diploma or equivalent required
- Associate Degree in Accounting, Finance, Business or 1-year experience in the accounting field (preferred)
- Must pass company-required drug screen, physical and background screening

SUMMARY: This position consists of performing day-to-day financial transactions, which includes but is not limited to reconciling and processing invoices as well as recording and verifying expenses. The ideal candidate for this position must be detail oriented with a high level of accuracy and possess the communication and problem solving skills to be able to investigate discrepancies.

WORKING CONDITIONS: May require maintaining physical condition appropriate to the performance of essential assigned duties and responsibilities, which may include the following: Sitting or standing for prolonged periods of time, stooping or bending during assigned activities; operating assigned office equipment, lifting and carrying light to moderate material up to 25 lbs.