

**BEE COUNTY, TEXAS  
JOB DESCRIPTION**

POSITION TITLE: Assistant County Auditor (Part-Time)

CLASS NO. 701

EEOC CATEGORY: Office and Clerical

PAY GROUP: 23

FLSA: Non-Exempt

**I. SUMMARY OF POSITION**

Work involves compiling and classifying data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**II. ORGANIZATIONAL RELATIONSHIPS**

Reports to: County Auditor; may receive direction from First Assistant County Auditor, as well as, Accounts Payable Auditor in direct reference to A/P duties.

Directs: This is a non-supervisory position.

Other: Has contact with county officials and employees; city and county organizations and agencies; and members of general public.

**III. ESSENTIAL DUTIES**

A. Performs moderate scope of receptionist and clerical duties.

1. Answers telephone and responds to requests for information;
2. Types, prepares, and proofs reports, memos, and other correspondence;
3. Copies, mails, emails, and faxes information;
4. Maintains files and records;
5. Prepares documents for internal and external audits;
6. Manages calendar of events;
7. Carries out a variety of other duties not listed, to be determined and assigned as needed.

B. Assists in completing tasks and duties directly related to Accounts Payable (A/P) process, to include:

1. Prepares invoices for payment;
2. Conducts data entry and records transactions for payables;
3. Scans and uploads all relevant documentation.

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

#### **IV. MINIMUM QUALIFICATIONS**

##### **A. Education, Experience, and Training**

1. Graduation from an accredited high school or its equivalent.
2. One year of clerical, secretarial or administrative support experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
3. Computer operations experience preferred.

##### **B. Knowledge, Skills, and Abilities**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Skill to work accurately with numerical detail and perform accounting procedures in an orderly manner.
4. Skill to prepare and maintain complex records and files in an automated system.
5. Skill to coordinate with other staff, departments, officials, and the public.
6. Skill to interpret and apply rules and procedures.
7. Skill in problem solving techniques.
8. Skill in the use of computers and software applications.
9. Ability to communicate ideas and instructions clearly and concisely.
10. Ability to demonstrate proficiency in written communication.
11. Ability to use independent judgment and take initiative.
12. Ability to establish and maintain effective working relationships and interact tactfully with others.

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