

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

DATE: December 17, 2018

DEADLINE: Until Filled

POSITION: ASSISTANT COUNTY AUDITOR/INTERNAL AUDIT/GRANTS MANAGEMENT

JOB LOCATION: Cameron County Auditor
(1100 E. Monroe St., Brownsville, TX)

SALARY: \$ 45, 000.00 per year

QUALIFICATIONS: Bachelor's Degree in Accounting; Strong background in internal auditing. Minimum of two (2) years of experience with governmental /fund accounting, grants management and auditing, and familiarity of county government. Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy; Good working knowledge of general office administration, proper application of grammar skills, and ability to communicate effectively. Ability to work independent of direct daily supervision; ability to understand state and federal laws, rules and regulations as they apply to county government. Must be able to extract and interpret financial data, develop and follow procedures that comply with laws, regulations, and County objectives. Ability to establish and maintain effective working relationship with co-workers, County employees, elected/appointed officials, governmental representatives, constituents, outside agencies and the general public. Must have a Texas Driver's License and acceptable driving record. Working conditions are primarily in an office environment, In-County travel.

DESCRIPTION OF DUTIES: This position will assist in compliance testing of federal and state grants and internal audits of all County Departments; audit report issuance for all internal audits; develops effective recommendations for County departments and performs various other duties as assigned by the County Auditor. Aids departments in improving financial reporting and other related duties as required. Familiar with federal and state grant compliance. Fiscal oversight for various federal/state grants and special projects as assigned. This is not a Civil Service covered position.

BENEFITS: Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, Retirement System and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER