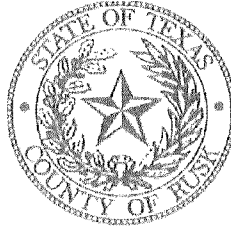


COUNTY AUDITOR:
Reagan McCauley



RUSK COUNTY COURTHOUSE
115 N. MAIN ST. SUITE 103
HENDERSON, TEXAS 75652
903-657-0304

**Rusk County
Job Description**

Assistant Auditor

Department: **Auditor**
Revised Date: **Feb 2024**

Job Type: **Full Time**
FLSA Status: **Nonexempt**

Basic Qualifications:

- Associate's degree in accounting, related field or equivalent experience.
- Experience in governmental environment preferred.
- Strong analytical skills with attention to detail and with problem solving capabilities.
- Must have strong organization skills and be capable of handling various duties at one time.
- Excellent proficiency in MS Office products (Excel, MS Word, etc.) a must.
- Capable of follow through for completion of tasks timely and accurately.
- Must have a strong work ethic (dependable, punctual, eagerness to learn), a positive attitude and be of good moral character

Examples of Job Duties:

- Extract data from the county financial system.
- General office duties including providing assistance to other staff and departments and performing additional tasks as assigned.
- Assist with Internal Auditing.
- Special project assignments.
- Analysis and research pertaining to procurement and investment policy.
- Prepare financial reporting for grants.

Required Licenses or Certifications:

- Must possess a valid Texas Driver's License.

Pay Range:

- \$35,000.00 to \$40,320.00

Please submit resume to the Auditor's Office located on the first floor of the Rusk County Courthouse (115 N Main St, RM.103 Henderson, TX 75652) or by email to: auditor1@ruskcountytexas.gov