



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **ASSISTANT AUDITOR – Audit / Payroll**
DEPARTMENT: Auditor's Office
DATE POSTED: September 12, 2024
CLOSING DATE: Open until filled
HIRING SALARY: **\$17.55 – 17.88 per hour (Depending on qualifications/experience)**

POSITION OVERVIEW

Participates in a variety of accounting and audit processes including payroll, fee schedules, and account reconciliations; reviews/analyzes complex financial data, and performs other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

Associate's Degree in Accounting or related field and 2 years accounting/payroll experience (may substitute equivalent combination of education/experience for degree). Experience in a finance/accounting environment or related governmental experience preferred. Knowledge of generally accepted accounting principles/practices and standard computer/software applications required. Must have a public service attitude and the ability to interact in a courteous and professional manner with officials, staff and the general public at all times.

LICENSE / CERTIFICATION

Must have a valid driver's license and acceptable driving record.

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W. Houston St., Room 328
Marshall, TX 75670
hrrassist@co.harrison.tx.us

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