

FREESTONE COUNTY JOB OPENING

1ST ASSISTANT AUDITOR

Examples of Job Duties: Issue Purchase Orders, Process Accounts Payable, Manage Vendor Records, Perform 1099 Year-End Reporting, Manage COBRA and Retiree Supplemental Insurance Programs, Manage Insurance Claims, Payables dispute resolution with County offices and vendors, Prepare or assist in the preparation of monthly, quarterly and annual reconciliations and reports.

Preferred Qualifications: 2 years of college including accounting courses, plus at least 4 years of experience in accounting. Must be proficient in Microsoft Word and Excel and 10 key by touch.

Other Requirements: Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Must have the ability to communicate clearly and precisely in written and oral form and work well with interruptions. Must work well with others.

Salary/Benefits: Salary commensurate with experience. Benefit package includes health/life insurance, retirement savings, paid holidays and vacation.

Applications available at www.co.freestone.tx.us under Employment Opportunities. Send to: Freestone County Auditor's Office, 118 E Commerce St, Fairfield, TX 75840. Deadline for submission is January 2, 2019.