

POTTER COUNTY  
EMPLOYMENT OPPORTUNITIES  
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

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**JOB TITLE: COUNTY AUDITOR**

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The County Auditor is appointed by the District Judges for a two-year term and is independent of all County offices. The County Auditor is charged with ensuring the strict enforcement of the laws governing County finances and compliance with applicable laws, regulations and policies. The County Auditor must be a person of unquestionably good moral character and intelligence, thoroughly competent in the administration of public business, and a competent accountant with at least two years' experience in auditing and accounting (Texas Local Government Code, Sec. 84.006).

**JOB RESPONSIBILITIES AND DUTIES:**

- Directly responsible for accounting, budget oversight, finance, grants, internal audit and ensuring statutory compliance with adopted County budget and financial statutes.
- Assist the Commissioners Court in the development of an annual detailed and comprehensive budget for all funds and see to the strict enforcement of the adopted budget.
- Oversight of the accounts payable functions, including examining and approving all claims, bills, and accounts of the County before payment;
- Timely financial evaluation and fiscal updates to Commissioners' Court and District Judges.
- Attend all Commissioner's Court meetings.
- Serve as Fiscal Officer for the Potter County Juvenile Probation Department and the Potter, Randall and Armstrong Counties' Community Supervision and Corrections Department.
- Supervise staff of five in maintaining complex accounting, auditing, and accounts payable systems of the County.
- Coordinate and oversee all issuances of debt.
- Provide vision and leadership in the financial activities of the County as the Chief Financial Officer.

## **MINIMUM QUALIFICATIONS:**

County Auditor, as per Texas Local Government Code, Sec. 84.0085, must currently possess or obtain within one year of employment 40 classroom hours of instruction in courses relating to the duties of the County Auditor and accredited by the Texas State Board of Public Accountancy as continuing professional education credits for certified public accountants.

- Bachelor's Degree in Accounting or related field. CPA is beneficial, but not required.
- Minimum four years of management experience in government accounting and auditing
- Pass a criminal background check
- Valid Texas Driver's License
- Before taking office and within 20 days after the date of a county auditor's appointment, the County Auditor must execute a bond (Texas Local Government Code, Sec. 84.007)
- Ability to establish and maintain effective working relationships with other County officials, fellow employees and the general public.

## **STARTING SALARY:**

\$115,000 annually

## **FLSA STATUS:**

Exempt

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO  
POTTER COUNTY HUMAN RESOURCES DEPARTMENT  
at [human-resources@co.potter.tx.us](mailto:human-resources@co.potter.tx.us)**

**OR**

**THEY MAY BE MAILED OR DELIVERED IN PERSON TO  
900 S. POLK, SUITE 705, AMARILLO TX 79101  
806-349-4831**

**APPLICATIONS/RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR,  
NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE  
PROVISIONS OF SERVICES."**