



## NOTICE OF JOB OPENING

- JOB TITLE:** Audit Analyst I
- DEPARTMENT:** County Auditor – Continuous Auditing
- HOURS:** 40 Hours per Week
- SALARY:** The Auditor’s Office offers a competitive salary along with excellent benefits, retirement and job stability.
- JOB REQUIREMENTS:** Successful candidates will possess an undergraduate degree in a financial related field with one year’s experience in a business environment or a business associates degree with three years’ experience in a business environment. Must have practical experience using automated data analysis software (i.e. ACL, IDEA, MS Access and Excel). Should be proficient in the written and oral use of the English language and have above average interpersonal and problem solving skills.
- Must be legally eligible to work in the United States. We do not provide visa sponsorship.
- Physical requirements include lifting and carrying 20lbs, pushing/pulling 50lbs. Approximately 80% sitting, 15% standing, and 5% walking.
- JOB DESCRIPTION:** Work assignments will include but not be limited to; assist in the identification of changes to the County financial system’s controls, configuration, security settings, definition tables, and analysis of financial activity. Analyzing report results along with documenting and resolving exceptions. Work on a variety of other tasks as assigned.
- CLOSING DATE:** Open until filled

### HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY