



## NOTICE OF JOB OPENING

- JOB TITLE:** Auditor III
- DEPARTMENT:** County Auditor – Compliance Audit
- HOURS:** 40 Hours Per Week
- JOB REQUIREMENTS:** Qualified candidates will have a four year accounting degree or related field with a minimum of 24 accredited hours of accounting, CPA or CIA preferred. 2-5 years of progressively responsible audit or accounting experience. The successful candidate must be able to plan, organize and follow through on assigned projects in a timely manner with moderate supervision. Must have strong reconciliation and analytic skills, be detail oriented and have experience using a sophisticated financial accounting software package. Proficient in the use of MS Word and Excel. Fluency in the written and oral use of the English language is required along with above average interpersonal, analytical, and problem solving skills. Must be able to travel to various locations and able to work overtime as required.
- Must be eligible to work in the United States. We do not offer visa sponsorship.
- Physical requirements include lifting 30lbs, carrying 20lbs, and pushing/pulling 50lbs. Approximately 75% sitting, 15% standing, and 10% walking.
- JOB DESCRIPTION:** The responsibilities of the Auditor III position will include but not be limited to performing audits at various locations of Harris County Departments which include agreeing receipts to daily and monthly reports, accounting for all receipt numbers, balancing reports with deposits, and researching discrepancies in audit client's computer system. Auditor III will research statutes as needed for audit issues and offer suggestions for enhancements to the audit program. Auditor III must also document audit discrepancies, explaining cause, effect and recommendations, discuss with appropriate audit client's personnel and draft audit report. Other duties may be 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