



NACOGDOCHES COUNTY

Job Opportunity

Position: Assistant Auditor - Accounts Payable

Open Until Filled

Department: Auditor's Office

Salary Range: \$39,813 - \$43,349 per year depending on experience, plus benefits

Type: Regular, Full-Time

General Description:

Under the direction of the County Auditor this position is responsible for performing the accounts payable (AP) functions for the county. Processes accounts payable by receiving and posting invoices, matching purchase orders, confirming amounts and budgeted appropriations and printing AP checks. Prepares AP registers and reports. Maintains AP files and manages record retention. Researches and provides AP information as needed. Prepares year-end 1099 forms. Performs additional duties as required.

Knowledge, Skills & Abilities:

- Knowledge of Texas statutes pertaining to purchasing and claims
- Knowledge of IRS 1099 requirements
- Ability to multi-task and meet weekly, bi-monthly & annual deadlines
- Strong skill in using MS Word, MS Excel, Adobe Acrobat and financial software
- Excellent verbal and written communication skills
- Ability to positively interact with county departments, other agencies and the public
- Strong problem solving and organizational skills
- Ability to interpret data, investigate deficiencies and follow through to resolution
- Excellent attention to detail
- Ability to follow instructions and perform duties independently
- Ability to maintain confidentiality
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment

Additional Information:

- Worked performed indoors with some outdoor exposure
- Requires ability to sit and stand for extended periods of time
- Requires ability to lift and carry up to 25 pounds
- Requires ability to bend, stoop and reach
- Requires ability to speak and adequate visual and auditory acuity needed to use telephone and office equipment

Qualifications:

- Graduation from High School or GED
- Experience in bookkeeping, accounting or financial management required
- Experience in accounts payable processing preferred

Instructions:

Complete a Nacogdoches County Employment Application available on this website and submit to the address below. Resume and professional references should be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961