

HUTCHINSON COUNTY
AUDITOR'S OFFICE

P O BOX 850
STINNETT, TX 79083

Telephone 806-878-4015 FAX 806-878-4040

September 16, 2021

Hutchinson County is accepting resumes for the position of Hutchinson County Auditor. Applicants must be:

- (1) A competent accountant with at least two (2) years' experience in auditing and accounting. A BBA in accounting and a CPA beneficial, but not required.
- (2) Competent in public business details. Skilled in interpersonal relationships and office management.
- (3) A person of unquestionable good moral character and intelligence.
- (4) Must be a self-motivated problem solver and maintain strict confidentiality.
- (5) Experience in Governmental Accounting (Fund Accounting), Auditing and Budgeting.
- (6) Experience with Governmental Grant accounting and reporting
- (7) Experience with Excel
- (8) Experience with writing and verbal communication skills
- (9) Knowledge of principles, practices, and terminology in accounting, auditing and financial management.
- (10) Ability to research relevant local, state, and federal laws

The County Auditor is the Chief Financial Officer for the County and responsible for

- (1) Maintaining the accounting records and is in charge of the general ledger
- (2) Examining and approving all claims, bills, and accounts of the county
- (3) Assisting in the preparation of the annual budget
- (4) Administering the purchase order system
- (5) Ensuring county spending is in strict compliance with the adopted budget
- (6) Enforcement of county finance laws
- (7) Oversight of all officials' records related to county finances.
- (8) All other duties and responsibilities required by local, state, and federal laws

Salary is commensurate with experience. Health insurance, sick, annual leave and paid holidays are provided. This is a full-time position.

The successful candidate will be appointed for a two-year term by the Hutchinson County District Judges to start November 1, 2021. The County Auditor is a Public Official and reports directly to the District Judges.

Resumes will be accepted by mailing to Hutchinson County, P O Box 520, Stinnett, TX 79083 or e-mailed to amyb@hutchinsoncnty.com.