REQUEST FOR QUALIFICATIONS
BURNET COUNTY AUDITOR

INTENT:

The intent of this Request for Qualifications is to solicit information from qualified persons for potential interview and possible appointment as County Auditor for the County of Burnet, Texas.

An auditor will be appointed by the District Judges of Burnet County pursuant to Texas Local Gov't Code Chapter 84 for a term of two years. The salary will be commensurate with the experience and qualifications of the appointee, to be set by the District Judges as provided by statute, in consultation with the Commissioners Court of Burnet County, Texas. This will be a full-time position.

OPENING DATE AND LOCATION:

Resumes and/or applications will be accepted until 5:00 PM on October 31, 2018. Please respond via regular mail to Burnet Co. Human Resources, 220 S. Pierce, Burnet, Texas 78611 or via email to hrc@burnetcountytexas.org.

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MANDATORY MINIMUM REQUIREMENTS:

* Certified Public Accountant licensure OR three (3) years experience as a county auditor.
* At least three (3) years experience in accounting and auditing.
* Substantial experience supervising county accounting functions.
* Demonstrated skills working with modern data processing systems, networked computers, financial accounting software and database systems.
* Thorough competence in public business details.
* Unquestionable good moral character and intelligence.
* In-depth familiarity with the Government Accounting Standards Board Statements, and in particular GASB Statement 34.
* In-depth familiarity with government entity purchasing requirements.
* In-depth familiarity with government entity budgeting.
* At least 15 hours continuing education in government accounting in the last 24 months.
* Ability to pass a criminal background check.
* Ability to make a fidelity bond of $5,000 or greater.
* Strong communication skills, both verbal and written.
* Demonstrated ability to work effectively with other people.