

## **EMPLOYMENT NOTICE**

**JOB TITLE:** INTERNAL AUDITOR  
**DEPARTMENT:** BURNET COUNTY AUDITOR'S OFFICE  
**LOCATION:** BURNET COUNTY ANNEX ON THE SQUARE  
133 E. JACKSON, BURNET, TX  
**SALARY:** COMMENSURATE WITH EXPERIENCE

### **POSITION SUMMARY:**

This position assists the auditor and other audit staff performing various accounting functions and clerical duties for the office of the Auditor. This position is assigned a variety of duties in accordance with office procedure including reconciling and verifying various records and works closely with other departments. This position reviews the fees of various departments in order to safeguard the county's assets. This is a full time regular position.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

High school diploma or equivalent required.  
Bachelor Business Administration/Accounting preferred.  
Minimum 3 years experience in accounting/bookkeeping required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Requires knowledge of accounting principles, computer systems and ability to learn and comprehend systems as applicable to various duties. This position requires an individual who has strong analytical and computer skills as well as strong verbal and written communication interpersonal skills. Ability to multi-task and meet regular deadlines, emergency deadlines and work overtime as required to accomplish tasks.

### **PHYSICAL REQUIREMENTS:**

- Ability to lift boxes that weigh up to 25 lbs.
- Ability to sit, stand, bend and stoop for extended periods.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application form may be obtained online at [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or from the Burnet County Human Resources Office, Burnet County Annex on the Square, 133 E. Jackson Street. Completed applications will be accepted until position is filled.