

The District Court Judges of Bowie County, Texas, seek a professional individual with the requisite competence and experience, and the ability to work well with many different individuals and stakeholders, who will handle the duties of Bowie County Auditor with excellence and integrity. Position to begin October 1, 2019. Preferred training orientation beginning September 16, 2019.

- Annual Salary commensurate with experience. \$\$60,000 - 85,000

- The county has a quality benefits package including vacation, sick leave, paid holidays, health insurance, death benefits, retirement plan and a section 125 cafeteria plan with a choice of dependents' health insurance plans, disability, dental vision and other insurance.

**ESSENTIAL JOB FUNCTIONS:**

The position of Bowie County Auditor encompasses all aspects of governmental accounting in accordance with GAAP and GASB, reporting and compliance, safeguarding of assets, financial leadership, budgeting, forecasting, management of an office with four employees, systems maintenance, and traditional audit functions - all within a county governmental environment requiring clear and helpful communication, and proactive financial stewardship.

- Prepares and administers accounting records for all county funds
- Audits the records and accounts of the various county departments
- Verifies the validity and legality of all county disbursements
- Forecasts financial data for budgetary formulation purposes

**QUALIFICATIONS:**

- Four year college degree, preferably a bachelor's degree in business administration with a major in accounting or finance, or an equivalent master's degree
- Licensed Certified Public Accountant or equivalent professional designation, license, or certification preferred
- Minimum of 10 years accounting/financial experience, with at least 5 years experience in governmental and fund balance accounting preferred
- A resident of Bowie County or be willing to move to Bowie County within 6 months of appointment preferred.

Applications may be submitted to:

**Heather Thomas**  
**[heather.thomas@txkusa.org](mailto:heather.thomas@txkusa.org)**  
**710 James Bowie Dr.,**  
**New Boston, Texas 75570**

Job Type: Full-time

Experience:

- GAAP: 10 years (Preferred)
- Accounting: 10 years (Preferred)
- governmental: 5 years (Preferred)

Education:

- Bachelor's (Preferred)

License:

- CPA (Preferred)

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Other types of insurance
- Retirement benefits or accounts
- Flexible work schedules