

Dallas County Auditor

Dallas County, Texas

General Summary: The appointed Auditor is responsible for the strict enforcement and compliance of laws governing finance for County funds, Juvenile Board, Adult Probation Departments, and grant awards, within the limits established by Texas State Statutes. Day-to-day management includes Accounts Payable, Payroll, Reporting and Auditing.

Essential Duties and Tasks:

1. Oversee the financial transactions and reporting through automated financial systems ensuring compliance with Generally Accepted Accounting Practices (GAAP) or Other Comprehensive Basis of Accounting (OCBOA), and Texas Constitution statutes, including prescribe the system of accounting within the County. Prepare Comprehensive Annual Financial Report (CAFR) with government-wide statements and government fund statements.
2. Oversee the mandated internal audit processes and verification for county officers who collect fines, judgments, or fees in accordance with Texas State Statutes using formal risk assessment guidelines.
3. Authorize payment of claims (payroll related, general accounts payable) against the County verifying system security, available funds, and statutory authority insurance, and other contractual conditions are met. Affirm adherence to time and attendance policies, DOL, and other IRS regulations.
4. Act as Chief Financial Officer in accounting for federal and state awards, Adult Probation Records, and Juvenile Board Programs, including financial and regulatory reporting. Requires compliance with Office of Management and Budget Circular (OMB), monitoring board approvals and sub-recipient audits.
5. Annually certify sources of revenue for budget preparation; continually monitor the status of appropriations and report fund balances for all County funds as well as review trust fund account activity.
6. Attends all meetings of the Commissioners Court
7. Risk assessment of financial records for general accounting, elected/appointed officials financial processes, grant award compliance, and *IT* security and authorizations for financial systems.
8. Direct physical review of Fixed Assets within all control centers, reconciling to the financial system.
9. Maintain effective internal and external public relations, including government relations and reputation management locally.
10. Set an effective tone and culture within the organization.

Job Requirements

Minimum Qualifications:

Bachelor's degree, CPA, plus ten (10) years' of senior level experience. A combination of education and experience may be substituted when proficiency is demonstrated. Leadership skills are primary, including strategic planning and problem resolution in a political environment. Expertise in finance, accounting, auditing, budgeting, policy

writing, and staff development required. The ideal candidate will have experience in local government auditing, strong public speaking skills, a strong technical aptitude, experience with political impact analysis and adeptness in research, interpretation of statutory/constitutional mandates.

The ability to exercise judgment and diplomacy in a wide variety of public contact situations is critical. Extensive knowledge of regulatory accounting and cross-over implications required. The Auditor will be astute in recognizing and evaluating internal controls (automated system and manual). The Auditor should be goal oriented, reliable in meeting deadlines, well organized and a consensus builder.

Must be able to maintain the confidentiality of any information s/he encounters.

Specialized Skills and Knowledge:

Demonstrate a sense of vision for the mission of the Office of County Auditor, and the leadership skills necessary to execute against that vision.

Demonstrated leadership ability and competency.

Ability to communicate clearly and concisely, both orally and in writing with various constituencies in a diverse community.

Possess general knowledge of county government practices, operations, and needs of all county offices.

Extensive professional knowledge of accounting and auditing, and Texas statutory guidelines.

Ability to review and critically appraise programs proposals and other complex issues.

Willingness to work a flexible schedule

Interested candidates should email their resume and salary history to:

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