

POSITION DESCRIPTION

TITLE:	Harris County Auditor
ORGANIZATION:	Harris County, Texas
APPOINTED BY	The Board of District Judges of Harris County, Texas
COMPENSATION:	Competitive and negotiable, the salary for this position includes a generous benefits package.
TRAVEL:	Moderate (10% or less)
STATUTORY QUALIFICATIONS: <small>(TEX. LOC. GOV'T CODE § 84.006)</small>	<ul style="list-style-type: none">• Competent accountant with at least 2 years' experience in auditing and accounting.• Thoroughly competent in public business details.• Unquestionably good moral character and intelligence.
EDUCATION:	Bachelor's degree - accredited college / university (major in accounting)
CERTIFICATION:	Licensed Certified Public Accountant (CPA)
EXPERIENCE:	At least 10 years' experience in public financial administration, management, and all aspects of personnel management.
SKILLS:	<ul style="list-style-type: none">• Adept in governmental auditing standards, Generally Accepted Accounting Principles (GAAP) and professional auditing standards (e.g. Institute of Internal Auditors "International Professional Practices Framework (IPPF)).• Excellent judgment and diplomacy in a wide array of situations.• Excellent written and oral communication skills.• Ability to establish and maintain effective working relationships with public officials, department heads, employees, governmental agencies, vendors and the general public.• Experience with the implementation of a Tier I ERP system desirable.

JOB SUMMARY: The Harris County Auditor (Auditor) is the statutory officer responsible for ensuring the strict enforcement of the laws governing Harris County's (County) finances. The Auditor is required to perform all of the office's duties with the highest level of professionalism, financial stewardship, and integrity. These statutory duties include, but are not limited to, general oversight of the books and records of county, district, and state officials authorized to receive or collect funds or other property used or belonging to the County. The Auditor also manages an office that includes 203 Assistant County Auditors, and oversees a departmental budget of \$21.6 million.

The principal functions of the County Auditor's Office include financial accounting, payroll, accounts payable, accounts receivable, grants accounting and reporting, revenue accounting and forecasting, budgetary enforcement, interim, annual, financial, and budgetary reporting, and internal auditing. The Office performs these duties and functions in accord with (1) GAAP for state and local governments, (2) professional auditing standards, including the Institute of Internal Auditors IPPF, (3) state and federal laws, and (4) County policy and procedures. The Auditor's Office also assists County departments to establish accounting

systems and provides ancillary support to the Commissioners Court, County officials, department heads, and the public.

DUTIES AND RESPONSIBILITIES: The Auditor's broad responsibilities include, but are not limited to the following:

- ◆ Prescribing the system of accounting for the County and its departments.
- ◆ Prescribing the procedures for the receipt and disbursement of County funds.
- ◆ Providing general oversight of the books and records of all County officials who are legally required to receive or collect money or property intended for County use or held in a fiduciary capacity.
- ◆ Preparing, maintaining, and overseeing accounting records for all County funds, including the Harris County Toll Road Authority, Harris County Flood Control District, Community Supervision and Corrections Department and the Juvenile Probation Board.
- ◆ Preparing the statutorily required Comprehensive Annual Financial Report (CAFR), and monthly financial reports as required by state statutes and voluntarily prepares a Popular Annual Financial Report (PAFR).
- ◆ Performing compliance and financial reviews/audits of the records and accounts of County departments, including the Harris County Hospital District.
- ◆ Performing audits of the Port of Houston Authority.
- ◆ Presenting written reports of audits/reviews of County entities to the Commissioners Court, the Board of District Judges, other appropriate officials, and auditees.
- ◆ Examining and approving claims, bills, and accounts against the County and submitting audited claims lists to the Commissioners Court for consideration and approval.
- ◆ Reviewing and processing the payroll for approximately 17,000 employees.
- ◆ Preparing annual estimates of revenues for budgetary formulation purposes and certifying that revenue from intergovernmental contracts, grants, and debt proceeds not included in the current year's budget is available for disbursement during the fiscal year.
- ◆ Administering a total budget of \$8.9 billion in strict compliance with the approved budget and certifying that the budget contains funds available to meet obligations.
- ◆ Acting as the Chief Financial Officer in the accounting and reporting of \$340 million in federal and state grant awards.
- ◆ Attending regular and special meetings of the Commissioners Court.
- ◆ Communicating orally and in writing with district judges, Commissioners Court, elected and appointed officials, news media, other governmental and corporate entities, voters, taxpayers, and the general public.
- ◆ Coordinating and processing Open Records Requests in accordance with the Texas Public Information Act.
- ◆ Currently overseeing the creation and implementation of a Tier 1 Enterprise Resource Planning System (ERP) implementation project underway in the County.