

Gonzales County Auditor's Office

Is seeking an experienced accounting person for the Position of

Assistant Auditor

(Salary range is up to \$20.00 per hour)

Gonzales County Auditor's office is seeking a person with accounts payable experience. This is a full time position. Applicant must possess the following: able to handle a heavy workload, have strong accounting skills, be able to multi-task, work well under pressure, able to adhere to deadlines, utilize time management skills, and pay strict attention to details. Position requires strong bookkeeping skills with a knowledge of accounts payable, payroll and auditing a plus.

Essential skills: ten-key by touch, computer aptitude, general office skills, well organized, and phone etiquette. General office duties to include: answering phones, data entry, filing, copying, and other duties as assigned.

Applications may be obtained at the Gonzales County Human Resources Office, located at 427 Saint George, Suite #304, Gonzales, between the hours of 8 a.m. and 4 p.m. or on the web site at www.co.gonzales.tx.us. Only completed applications will be considered. Applications must be received by August 13, 2021. A drug and alcohol screen test and physical will be required. Gonzales County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicap status in employment or the provision of services. EOE.