

**WALKER COUNTY  
AUDITOR'S OFFICE**

***Assistant Auditor II- III -IV  
Accountant, Accounts Payables  
Full Time and Part time Position  
Full Time Salary -\$49,471 - \$66,909  
Salary and Classification D.O.Q.***

Accounting, accounts payable, auditing, financial reporting, and creating financial and technical documents in Microsoft Office 365. Works with the County Auditor and First Assistant Auditor in all areas of accounting, accounts payable, reporting, budgeting, grants, assets, accounts receivable and billing, review of the County's general ledger, books and records; audit responsibilities include payroll, purchasing, purchase orders, transactions and accounts payable, and audit of county offices; prepares numerous journal entries including accrual and year end entries;

Document Processing – Must be highly proficient in receipt/transfer of data/invoices and the import and export of data thru electronic means accessing multiple vendor sites and software. Must be highly proficient and experienced in working with Microsoft Word including document creation, document editing and enhancements, formatting and use of advanced tools including inserting from other documents and software, bookmarking, presentation of financial information, tables, and creating graphs and charts, creation of budget documents, digital budget book, combining data from multiple software sources including report writers, excel and other sources, will prepare fillable pdf documents;

Microsoft Excel advanced features-Must be highly proficient and experienced with Microsoft Excel advanced features including creating spreadsheets, creating tables, creating pivot tables, power pivot, transforming data, graphs, data analysis, data visualization, validating data, and import and export of data.

Application forms are available at 1301 Sam Houston Avenue, Room 206 or online at [www.co.walker.tx.us](http://www.co.walker.tx.us) under Employment.

For additional information contact  
936-436-4940.

***Cover letter, transcript and resume must  
accompany application.***