

Coke County Job Posting
Job Title: Assistant Auditor

Department: Auditor
Closing Date: July 18, 2016 9 A.M.

Basic Qualifications:

Must be proficient in Microsoft Office software; be able to communicate clearly and precisely in both written and oral form with elected officials, employees, and the public;
Work well with interruptions; have basic knowledge of accounting and auditing procedures; must have previous experience with various software packages

Examples of Job Duties:

Assist County Auditor in tasks to include budgeting, accounting, internal auditing, and financial reporting; data entry; general administrative duties as required, including but not limited to preparing correspondence, copying and filing documents, entering and retrieving computer data, and creating forms; and other duties which may be assigned by County Auditor.

Interested candidates may submit a resume or application for employment to:

By Mail:
Vallery Johnson
Coke County Auditor
13 East 7th Street
Robert Lee, TX 76945

By Email:
vallery.johnson@co.coke.tx.us