



**HARDIN COUNTY
HUMAN RESOURCES DEPARTMENT
MELINDA HERRINGTON, DIRECTOR**

POSTING OF AVAILABLE POSITION

- TITLE OF POSITION:** Assistant Auditor
- JOB DESCRIPTION:** Assists Auditors with assigned duties, including but not limited to filing, scanning documents, internal auditing, accounting, and budgeting for the County. Ensures receipts and expenditures for County funds are properly accounted for, and that work papers for internal and external auditor's use are prepared.
- QUALIFICATIONS:** High school diploma or equivalent. Must have accounting experience.
- SALARY:** Depends on experience
- BENEFITS:** Fringe benefit package

Signed and completed applications must be submitted to: HR@co.hardin.tx.us

Applicants may be contacted for an interview. All information is confidential.
Applications will be taken until filled.

AN EQUAL OPPORTUNITY EMPLOYER