# NOTICE OF JOB OPENING

**JOB TITLE:** Audit Clerk V

**DEPARTMENT:** County Auditor – Compliance Audit

**POSITION:** 6106047007

**HOURS:** 40 Hours per Week

**SALARY:** The Harris County Auditor's Office offers a professional and stable work environment with a competitive salary, excellent benefits and a flexible work schedule.

**JOB REQUIREMENTS:** Some college courses preferred. Prefer a minimum of one year of progressively responsible office experience, including clerical or accounting duties.

- Strong working knowledge of accounting and reconciliation methods.
- Proficient in the use of MS Word and Excel and financial accounting software package.
- Good communication and fluency in the written and oral use of the English language is required.
- Good interpersonal skills, dependable and trustworthy.
- Ability to plan, organize, and follow through on assigned projects in a timely manner under moderate supervision.
- Ability to travel to various locations and able to work overtime as required.

Must be legally eligible to work in the United States. We do not provide visa sponsorship. Physical requirements are the ability to sit for extended periods of time and the ability to push/pull up to 50 lbs., lift and carry up to 20 lbs.

**JOB DESCRIPTION:** Duties of the Audit Clerk V include, but not limited to:

- Auditing and reconciling various monthly property tax information, and identifying issues, reporting any discrepancies.
- Reconcile reposts, in accordance with established procedures.
- Perform other special and administrative projects as assigned or requested.

**CLOSING DATE:** Open until filled

Interested candidates should **indicate the Title and Positon No. of the job in the subject line of the email**. Submit your resume via email to: Apps.HCAO@aud.hctx.net.

**HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY**

**APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY**