

**Brewster County**  
**Assistant to County Comptroller**

Brewster County is currently seeking qualified applicants for the position of Assistant to the County Comptroller. This position reports to the County Comptroller and the successful applicant will be responsible for the direct oversight of accounts payable and for assisting the Comptroller with budget adjustments, general ledger coding, and other analytical tasks.

The successful applicant will have either a Bachelor's Degree in Accounting or a related field or equivalent work experience, strong skills in various computer applications including Word and Excel, as well as strong communication, organizational, and critical thinking skills.

A full job description is below.

Compensation is based on the approved Brewster County Salary Scale and includes benefits of Health Insurance and Retirement.

This position is open until filled.

Applicants should email their resume and three work related references to:

Malynda Richardson  
Brewster County Comptroller  
[comptroller@co.brewster.tx.us](mailto:comptroller@co.brewster.tx.us)

**BREWSTER COUNTY  
ASSISTANT TO COUNTY COMPTROLLER  
JOB DESCRIPTION**

Essential Skills and Qualifications:

- Bachelor's Degree in Accounting or a related field (may substitute equivalent work experience)
- Strong Proficiency in Microsoft Excel and Word
- Familiarity with Tyler ERP/Financial Software is a plus
- Knowledge of bookkeeping fundamentals
- Familiarity with budgeting processes and public procurement (familiarity with Fund accounting is a plus)
- Strong verbal and written communication skills
- Strong organizational skills
- Strong critical thinking and analytical skills

General Tasks:

- Entry of invoices into ERP Software to include:
  - Verification of proper approval of invoice
  - Application of invoice to purchase order
  - Reconciliation to account statement if applicable
  - Verification of appropriate General Ledger coding and budget adequacy
  - Preparation of payables for payment
- Assist Comptroller with preparation of proposed budget adjustments
- Assist Comptroller with preparation of General Ledger entries
- Other tasks as may be assigned from time to time

Compensation and Other:

- Non-exempt position with compensation based on the Brewster County approved Salary Scale (Clerical Deputy 1) and contingent on experience
- Benefits include health insurance and retirement through TCDRS.
- Employee must abide by the Brewster County Employee Handbook