

Brewster County Comptroller Job Description

General Description

The County Comptroller is a professional, salaried position available to anyone with a strong accounting background. The Comptroller serves as a check on the financial operations of the county and has certain financial and recordkeeping responsibilities. The position reports to the Brewster County Commissioners Court via the County Judge.

Primary Duties

The duties of the County Comptroller include, but are not limited to, the primary functions listed below:

- Request and receive reports or other financial information from other county officials.
- Oversight and management of the general ledger
- Establishing internal policies and controls for all county related functions
- Have general oversight of all books and records of the county related to collection of money and responsible for strict enforcement of laws governing county finances.
- Examine all reports on collection of money made to the Commissioners court.
- Oversee all claims, bills and accounts against the county before submission to Commissioners court.
- Oversee all monies accruing to offices and examine such accounts of other county officials in conjunction with the County Treasurer
- Conduct internal audits as necessary.
- Maintain general set of books showing all transactions of county relating to accounts, contracts, indebtedness, receipts and disbursements.
- Make monthly and annual reports to the Commissioners court.
- Assist county judge in preparation of annual budget.
- Any other financial tasks as assigned from time to time by the county judge or Commissioners court.

Preferred Experience & Education

Candidates for County Comptroller should have a bachelor's degree or higher in finance, accounting or business management. Preferred candidates will have a very strong and tenured

background in private business or government. A CPA license in the state of Texas is preferred, but not required.

Preferred Knowledge, Skills and Abilities

Ability to interpret guidelines, policies, procedures and regulations; ability to evaluate financial data for reasonableness and conformity with laws and regulations; ability to communicate effectively with peers, subordinates and elected officials; comfortable with developing and presenting reports; ability to effectively work with the general public, county employees and elected officials; candidate should demonstrate character traits of being reliable, honest, trustworthy and unbiased; should have a command of accounting rules and laws pertaining to governmental fiscal management; should be very well versed in the use of modern technology to include computers, scanners, copiers as well as standard software products such as Word, Excel, PowerPoint, etc; should be able to work independently and effectively without day to day supervision; ability to work well with the County Treasurer

Work Schedule

The county comptroller is an exempt salaried employee with oversight over other employees as well as the overall management of the county finances. While the general work schedule is Monday through Friday from 8 to 5 each day, the county comptroller will be expected to work extra hours, if needed, to finish projects, close out the annual fiscal year, etc.

Compensation

The County Comptroller is an employee of Brewster County. As such, the employee must understand and abide by the Brewster County Employee Handbook.

This position will be eligible for all benefits that ordinarily accrue to county employees.

Salary to be commensurate with experience.

Resume and references required with submission of a Brewster County Employment Application.

Employment forms: <https://www.brewstercounty.gov/page/employment>