

JOB POSTING

JOB OPENING: Frio County is accepting applications for a full-time Assistant Auditor/Fixed Assets Specialist. Applications can be found on the Frio County website at <https://www.co.frio.tx.us/page/jobs.home> and must be submitted to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an “at will” and an equal opportunity employer.



Frio County Job Announcement

Assistant Auditor Fixed Assets Specialist

Location: Frio County Courthouse, Pearsall, TX

Department: County Auditor

Job Type: Full-time/Non-Exempt

Pay Rate: \$19.23/HR

Posting Period: Open until Friday, January 30, 2026 by 5pm

Frio County Job Notices and the Employment Application are available online at <https://www.co.frio.tx.us/page/jobs.home>. Applications must be submitted prior to the deadline indicated in the job posting. Submit all applications to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.

Job Summary:

The Assistant Auditor / Fixed Assets Specialist position will perform highly responsible administrative and technical duties to support activities of the department and County Auditor. This position is responsible for maintaining fixed asset inventory control for the County; receive, tag, depreciation schedule, track and audit all County property; prepares reports; works with all departments and vendors; works with external auditor; prepares all insurance claims, and other duties as assigned.

Minimum Requirements, Education, Experience, and Licenses:

- High School Diploma or GED
- Associate degree preferred in related fields; minimum of 2 years of fixed assets experience recommended. 1 year experience of governmental accounting experience required. Knowledge of Incode accounting software experience preferred. Proficiency in Microsoft Office programs such as Excel, Word, Outlook, and other related applications.
- Valid Texas Driver's License – Class C

Job Responsibilities:

- Inspects new fixed assets prior to acceptance.
- Receives, tags, track and conduct inventory of County property.
- Prepares fixed asset reports for Commissioners Court.
- Monitors all County wide stolen, lost, damaged or destroyed fixed assets.
- Coordinates and assists in moving, auctioning or disposal of fixed assets.
- Maintains a log of property transfers.
- Processes requisitions from all county departments and issues purchase orders.
- Provides training to all departments, fixed assets liaisons for property accountability.
- Utilizes computerized data entry equipment and various word processing and file maintenance programs to enter, analyze, store, and/or retrieve information; maintains pertinent files and records; scans and copy documents as necessary; ensures files are complete and accurate.
- Conduct physical inventory of all county assets.
- Gathers data and prepares reports for annual external audits, as well as works with external auditor.
- Maintains insurance for all county vehicles and processes annual renewals, as well as handles all insurance claims and issues.
- Prepares and processes all Workers' Compensation Insurance claims and issues.
- Answer telephones and greet visitors, assist with inquiries and issues that individuals may have; records and relays messages.
- Prepare for and perform internal audits.
- Assists with preparing the annual budget.
- Will be back up for accounts payable specialist.
- Assist departments in using the postage meter, as needed.
- Other duties as assigned.

Qualifications, Skills, and Abilities:

- Detailed oriented, well organized and highly motivated.
- Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Requires the ability to be accountable for inventory/property management.
- Requires the ability to read a variety of reports, correspondence, technical manuals, budgets, ledgers, invoices, proposals, forms, logs, charts, etc.
- Requires the ability to record and deliver information and to explain procedures.
- Requires the ability to understand and follow oral and written instructions and meet deadlines.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

- Ability to respond to common inquiries or complaints from the vendors, employees, regulatory agencies, and the general public.
- Ability to write speeches and articles for publications that conform to prescribed style and format.
- Ability to effectively present information to county officials, county employees, public groups, and/or commissioner's court.
- Must be able to communicate effectively and efficiently in a professional manner.
- Must have knowledge of governmental accounting.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment and other automated office equipment, including copy machines, postage machine, fax machine, ten key, multi-line telephone systems, etc.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, and permutations.
- Ability to apply mathematical operations to complex problem solving and use tools such as excel and applying complex formulas in excel.
- Ability to review and interpret complex financial information, interpret financial statements and report as needed.
- Requires the ability to use computers for data entry, word processing and/or accounting purposes.
- Requires the ability to determine allocation of budget among departments.
- Requires the ability to prepare and/or process purchase orders.
- Requires reviewing, understanding, interpreting, and effectively implementing organizational policies and procedures.
- Requires the ability to work in a demanding and stressful environment.

Physical Demands:

This position requires frequently sitting at desk area, standing, and walking. Regularly hearing, and talking Regularly using hands, and reaching. Occasionally climbing, balancing, stooping, kneeling, crouching, and lifting up to 15-30 lbs.

Work Conditions and Work Hours:

Will be working in a general office environment with moderate noise level, and limited exposure to outdoor weather conditions. This position may require travel in a personal vehicle to other county offices within the county, as well as to trainings and conferences.

The normal work hours of Frio County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday, unless otherwise directed by the Department Head. The Department Head shall determine the exact work schedules for their employees in order to meet the needs of the County.

Benefits:

100% employer paid group health insurance

Medical

Dental

Basic Life and ADD, Dependent Life

Retirement

Paid Sick Leave and Vacation Leave

Paid Holidays

Conditions of employment:

Must successfully complete a background investigation and a pre-employment drug screen.